KM-1650
KM-2050
KM-2550

Basic Operation Guide

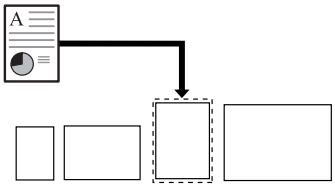
Please read the Operation Guide before using this machine. Keep it close to the machine fore easy reference.

Downloaded From ManualsPrinter.com Manuals

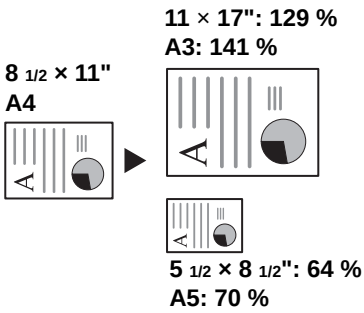
Downloaded From ManualsPrinter.com Manuals

Making Full Use of Advanced Functions

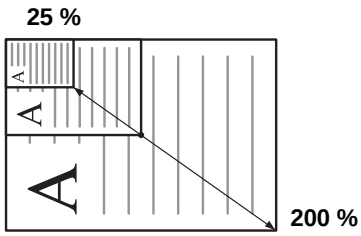
1 Automatic selection of copy paper the same size as the original: **Auto Paper Selection mode** *(Refer to page 3-2)*



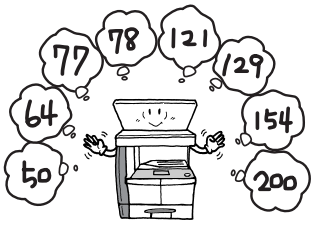
2 Reduction/enlargement for a specified cassette size: **Auto Zoom mode** (*Refer to page 3-5*)



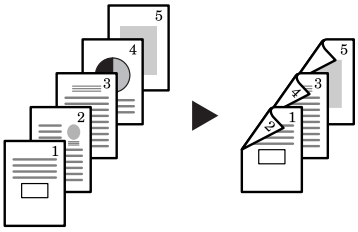
3 Reduction/enlargement in the range from 25 to 200 %: **Zoom mode** (*Refer to page 3-7*)



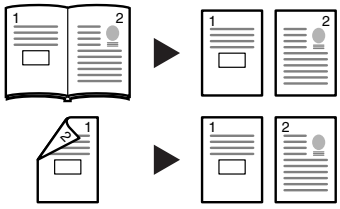
4 Copying at a previously registered *Zoom* ratio: **Preset Zoom mode** (*Refer to page 3-8*)



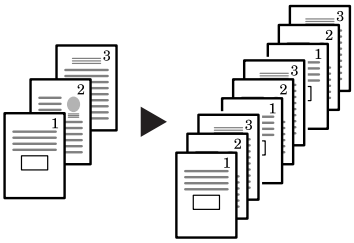
5 Making two-sided copies from various types of originals: **Duplex mode** (*Refer to page 3-9*)



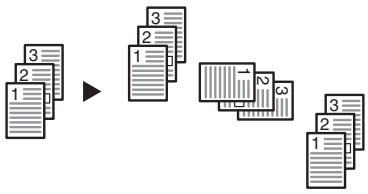
6 Copying two-page originals onto separate sheets: **Split mode** (*Refer to page 3-12*)



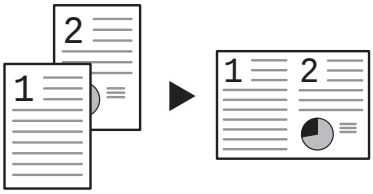
7 Automatic sorting of copy sets**: Sort mode** (*Refer to page 3-14*)



8 Change of orientation of copies by set: **Offset mode** *(Refer to Chapter 1, Advanced Operation Guide)*



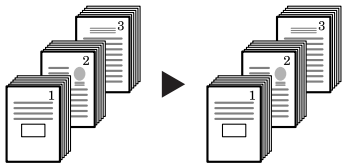
9 Combination of two or four originals onto a single copy page: **Combine mode** *(Refer to Chapter 1, Advanced Operation Guide)*



10 Making a margin space on copies: **Margin mode** *(Refer to Chapter 1, Advanced Operation Guide)*

11 Making copies with clean edges**: Border Erase mode** *(Refer to Chapter 1, Advanced Operation Guide)*

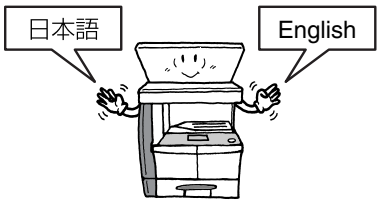
12 Use to copy more originals in one operation: **Continuous Copying** *(Refer to Chapter 1, Advanced Operation Guide)*



Downloaded From ManualsPrinter.com Manuals

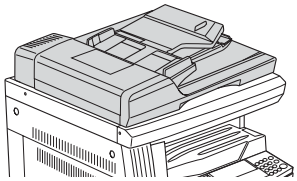
13 Memorizing copy settings:
Program function
(Refer to Chapter 1, Advanced Operation Guide)

14 Selection of the language used in the message display:
Language Setting
(Refer to page 2-18)

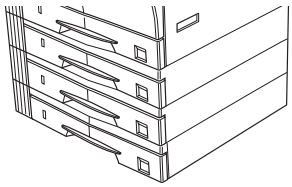


15 Using ID-codes to control the number of copies made:
Job Accounting mode
(Refer to Chapter 4, Advanced Operation Guide)

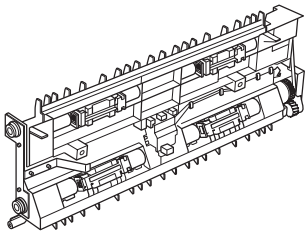
16 Full range of optional equipment:
Document Processor
(Refer to page 4-3)



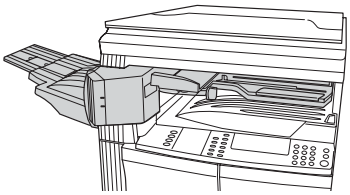
Paper Feeder
(Refer to page 4-7)



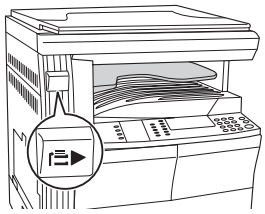
Duplex Unit
(Refer to page 4-8)



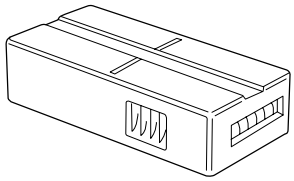
Finisher
(Refer to page 4-8)



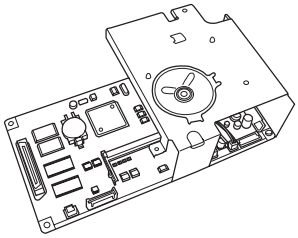
Job Separator
(Refer to page 4-12)



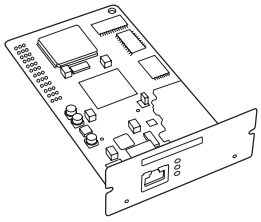
Key Counter
(Refer to page 4-13)



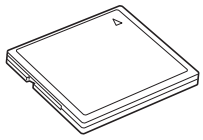
Fax Kit
(Refer to page 4-14)



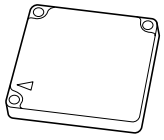
Network Scanner Kit
(Refer to page 4-14)



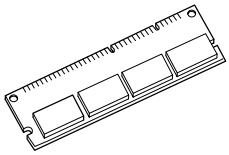
Memory Card (CompactFlash)
(Refer to page 4-14)



Hard Disk
(Refer to page 4-15)



Additional memory
(Refer to page 4-15)



Downloaded From ManualsPrinter.com Manuals

Legal and Safety Information

Read this information prior to using your machine. This chapter explains the following topics:

- Legal Information.....iv
- Energy Star Program.....v
- Safety Conventions.....vi
- Caution Labels.....viii
- Installation Precautions.....ix
- Power Supply/Grounding the Machine.....x
- Precautions for Use.....xi
- Laser Safety.....xiv
- Disconnection of Power.....xv
- CE Declaration of Conformity.....xv

Downloaded From ManualsPrinter.com Manuals

Legal Information

CAUTION: No liability is assumed for any damage caused by improper installation.

Notice

The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

Copyright

This Operation Guide is for 1650, 2050, and 2550. Throughout this guide 1650 is referred to as 16 ppm (prints per minute) model, 2050 as 20 ppm (prints per minute) model, and 2550 as 25 ppm (prints per minute) model.

This guide, any copyrightable subject matter sold or provided with or in connection with the sale of the machine, are protected by copyright. All rights are reserved. Any copies made of all or part of this manual, or any copyrightable subject must contain the same copyright notice as the material from which the copying is done.

Regarding Trade names

PRESCRIBE is a registered trademark of Kyocera Corporation. KPDL and KIR (Kyocera Image Refinement) are trademarks of Kyocera Corporation.

Diablo 630 is a product of Xerox Corporation. IBM Proprinter X24E is a product of International Business Machines Corporation. Epson LQ-850 is a product of Seiko Epson Corporation. Hewlett-Packard, PCL, and PJL are registered trademarks of Hewlett-Packard Company. Centronics is a trade name of Centronics Data Computer Corp. PostScript is a registered trademark of Adobe Systems Incorporated. Macintosh is a registered trademark of Apple computer, Inc. Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation. PowerPC is a trademark of International Business Machines Corporation. ENERGY STAR is a U.S. registered mark. All other brand and product names are registered trademarks or trademarks of their respective companies.

CompactFlash and CF are trademarks of SanDisk Corporation of America.

Downloaded From ManualsPrinter.com Manuals

Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Energy Star Program

We have determined as a participating company in the *International Energy Star Program* that this product is compliant with the standards laid out in the *International Energy Star Program*.

The *International Energy Star Program* has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multifunction devices come equipped with *Low Power Mode and Auto Sleep Mode.* After a specified period of time since the last operation the machine remains in a waiting state but enters *Lower Power Mode* or *Auto Sleep Mode* and reduces power consumption. This product is equipped with the following features as a result of its compliance with *International Energy Star Program* standards:

Low Power Mode

The device automatically enters *Low Power Mode* after 15 minutes of machine inactivity. The period of time the machine is idle before entering *Low Power Mode* can be lengthened. For further information refer to *Low Power Mode, on page 3-18.*

Auto Sleep Mode

The device enters *Auto Sleep Mode* after 30 minutes (16 and 20 ppm models) or 45 minutes (25 ppm model) of machine inactivity. The period of time the machine is idle before entering *Auto Sleep Mode* can be lengthened. For further information refer to *Auto Sleep Mode, on page 3-19.*

Duplex Mode

The *Energy Star Program* encourages the use of two-sided copying which reduces the load on the environment. Your *Sales* or *Service Representative* can provide information about adding two-sided copying capabilities to this device. For further information refer to *Duplex Unit, on page 4-8.*

Downloaded From ManualsPrinter.com Manuals

Paper Recycling

The *Energy Star Program* encourages use of environmentally friendly recycled paper. Your *Sales* or *Service Representative* can provide information about recommended paper types.

Safety Conventions

Please read this Operation Guide before using the machine. Keep it close to the machine for easy reference.

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects. Also, to ensure correct and safe usage of the machine.

The symbols and their meanings are indicated below.

DANGER:Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The following symbols indicate that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

Downloaded From ManualsPrinter.com Manuals

The following symbols indicate that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The following symbols indicate that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Contact your *Service Representative* to order a replacement *(fee required)* if the safety warnings in this Operation Guide are illegible or if the guide itself is missing.

Downloaded From ManualsPrinter.com Manuals

Caution Labels

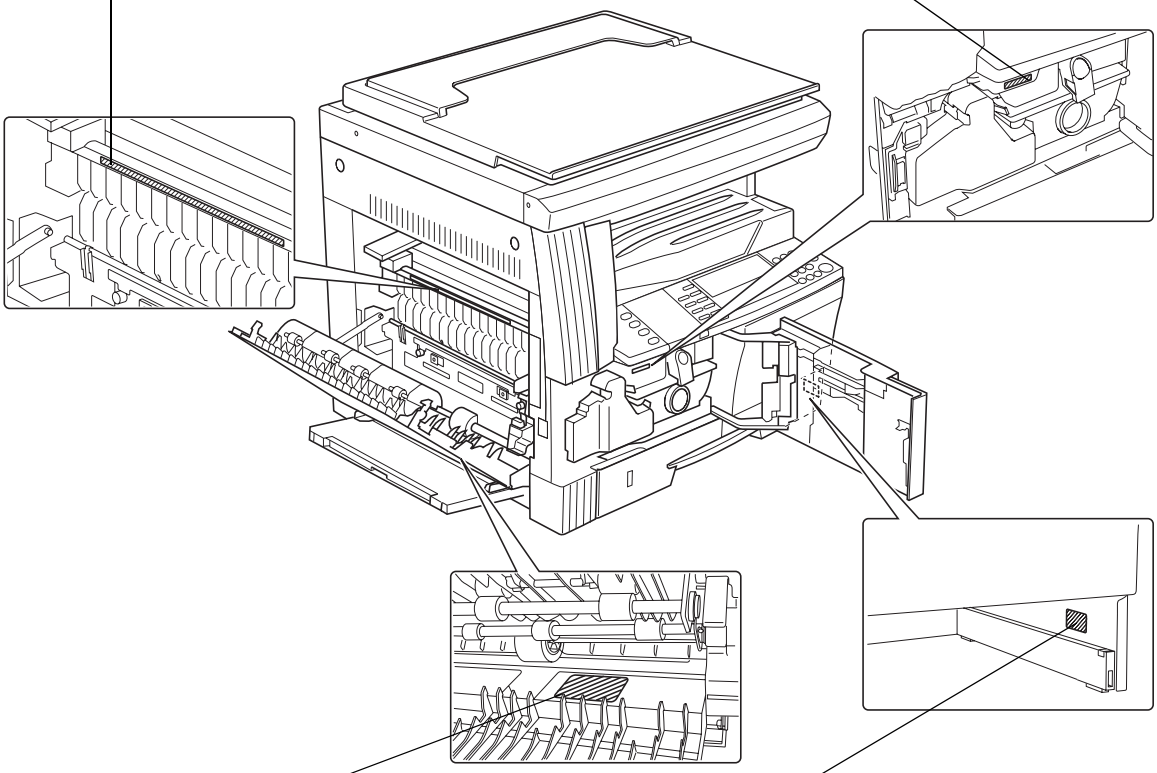
Caution labels have been attached to the machine at the following locations for safety purposes. Take care to avoid fire or electric shock when removing a paper jam or when replacing toner.

Label 2

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Label 3

High voltage inside. Never touch parts in this area, because there is a danger of electric shock.



Label 1

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Label 4

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

NOTE: Do not remove these labels.

Downloaded From ManualsPrinter.com Manuals

Installation Precautions

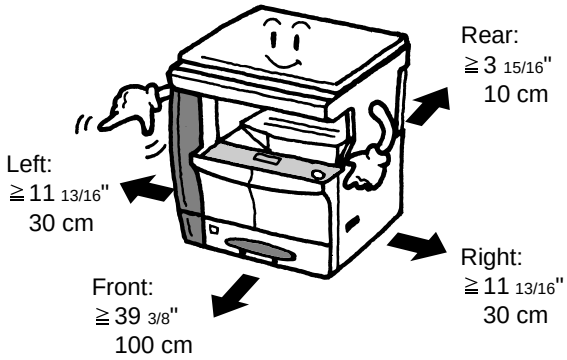
Environment

CAUTION: Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine.



Other Precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 73.4 °F (23 °C), humidity: around 50 %), and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate, when the product is moved after installation, the floor may be damaged.

Downloaded From ManualsPrinter.com Manuals

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power Supply/Grounding the Machine

WARNING: Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

WARNING: Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

WARNING: Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your *Service Representative*.

Other Precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of Plastic Bags

WARNING: Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

Downloaded From ManualsPrinter.com Manuals

Precautions for Use

Cautions when Using the Machine

WARNING: Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This situation presents a danger of fire or electrical shock should they fall inside.

WARNING: Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

WARNING: Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
These types of situations present a danger of fire or electrical shock.

WARNING: Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.

WARNING: If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch off (O) immediately, be absolutely certain to remove the power plug from the outlet and then contact your *Service Representative*.

WARNING: If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the power switch off (O) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your *Service Representative*.

WARNING: Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

WARNING: Always contact your *Service Representative* for maintenance or repair of internal parts.

CAUTION: Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

CAUTION: Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

Downloaded From ManualsPrinter.com Manuals

If the machine will not be used for a short period of time (overnight, etc.), turn the power switch off (*O*). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.

Always only hold the designated parts when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your *Service Representative* in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your *Service Representative* in regard to the cost of cleaning the internal parts of the machine.

Other Precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the upper front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your *Service Representative*.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Downloaded From ManualsPrinter.com Manuals

Cautions when Handling Consumables

CAUTION: Do not attempt to incinerate the *Toner Container* or *Waste Toner Box*. Dangerous sparks may cause burns.

Keep the *Toner Container* and *Waste Toner Box* out of the reach of children.

If toner happens to spill from the *Toner Container* or *Waste Toner Box*, avoid inhalation and ingestion, as well as contact with your eyes and skin.

If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.

If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.

If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.

If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the *Toner Container* or *Waste Toner Box*.

Other Precautions

After use, always dispose of the *Toner Container* and *Waste Toner Box* in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

If the machine will not be used for an extended period of time, remove the paper from the *Cassette(s)* and *Multi-Bypass Tray*, return it to its original package and reseal it.

Downloaded From ManualsPrinter.com Manuals

Laser Safety

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by a user, no radiation can leak from the machine.

This machine is classified as a Class 1 laser product under IEC 60825.

CAUTION: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

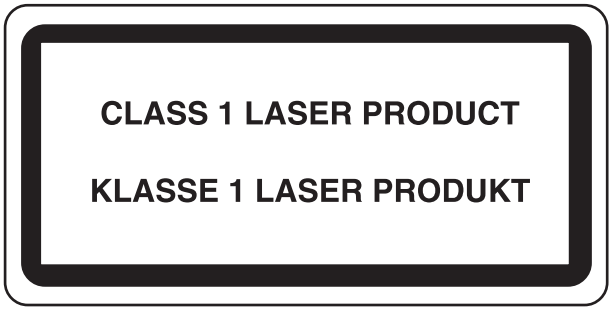
16 and 20 ppm models

DANGER · INVISIBLE LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION · RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT · UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE · RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION · RADIACIONE LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! · AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告 · 开盖时，可能有激光外溢！ 应避免激光直接照射。
警告 · 内部雷射放射中，請勿隨意打開蓋子。
위험 · 레이저 광선을 직접 보지 마세요.
警告 · このカバーの内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。

25 ppm model

DANGER
CLASS 3B LASER RADIARION WHEN OPEN AVOID EXPOSURE TO THE BEAM
ATTENTION
CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE EXPOSITION DANGEREUSE AU FAISCEAU
VORSICHT
KLASSE 3B LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET NICHT DEM STRAHL AUSSETZEN
PRECAUTION
CLASSE 3B RADIACIONE LASER CUANDO SE ABRE EVITAR EXPONERSE AL RAYO
VARO!
AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSATEILYLLE ÄLÄ KATSO SÄ TEESEEN
警告
ここを開くとクラス3Bレーザー光がでます。
ビームを直接見たり、触れないで下さい。
警告
打开时有3B类激光辐射 避免光束照射

The label shown below is attached on the rear side of the machine.



Downloaded From ManualsPrinter.com Manuals

Disconnection of Power

CAUTION: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

CAUTION: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE Declaration of Conformity

CE

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	EN55024
Limits and methods of measurement for radio interference characteristics of information technology equipment	EN55022 Class B
Limits for harmonic currents emissions for equipment input current ≦ 16A per phase	EN61000-3-2
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≦ 16A	EN61000-3-3
Safety of information technology equipment, including electrical equipment	EN60950
Radiation Safety of laser products, equipment classification, requirements and user's guide	EN60825-1

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

Introduction

This *Basic Operation Guide* has the following chapters:

- **1 Machine Parts**

  Identifies the names of the machine parts and main functions.

- **2 Preparation**

  Contains explanations on loading paper and machine connections.

- **3 Basic Operation**

  Explains how to make simple copies and prints.

- **4 Optional Equipment**

  Describes the available optional equipment.

- **5 Maintenance**

  Describes the maintenance and toner replenishment procedures.

- **6 Troubleshooting**

  Explains how to handle problems such as error indications or paper jams.

- **Appendix**

  Contains machine specifications.

Downloaded From ManualsPrinter.com Manuals

Guides Included

The following guides are included with this machine. Refer to the guide that corresponds to your particular objective.

Basic Operation Guide (this guide)

This *Basic Operation Guide* contains procedural steps for initial installation and set-up of the machine and connection to a computer. It also includes basic procedures for using the machine as a copier and printer and has a *Troubleshooting* section.

Advanced Operation Guide

The *Advanced Operation Guide* contains explanations on copier and printer functions as well as default settings adjusted on the machine.

KX Printer Driver Operation Guide

Describes how to install and set-up the printer driver.

PRESCRIBE Technical Reference

PRESCRIBE is the native language of these printers. This *Technical Reference* contains information about how printing is performed using the PRESCRIBE commands, as well as a font and emulation description.

PRESCRIBE Command Reference

Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples. This guide is stored on the CD-ROM as a PDF document.

Downloaded From ManualsPrinter.com Manuals

Conventions

This manual uses the following conventions.

Convention	Description	Example
Italic Typeface	Used to emphasise a key word, phrase or message. In addition, references to other publications are displayed in italic typeface.	Open the *Multi-Bypass Tray*.
Bracket Bold Text Typeface	Used to emphasise the selection of a feature mode or key.	Press **[Enter]**.
Notes	Used to provide additional or useful information about a function or feature.	**NOTE:** To ensure best copying quality, it is recommended this cleaning task is performed at least once a month.
Important	Use to provide important information.	**IMPORTANT:** Never use water, thinner or other organic solvents to clean the slit glass.
Caution	Cautions are statements that suggest *mechanical* damage as a result of an action.	**CAUTION:** For safety purposes, always remove the power plug from the outlet when cleaning the machine.
Warning	Used to alert users to the possibility of *personal* injury.	**WARNING:** High voltage is present in the charger section.

Measurements

This guide contains information that corresponds to using both the inch and metric versions of the machine. The screens and messages shown in the guide reflect the inch version of the machine. When using the metric version, refer to the messages on your machine.

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

Contents

Making Full Use of Advanced Functions i

Legal and Safety Information

Legal Information . . . . . .Legal and Safety-iv
Energy Star Program. . . . . Legal and Safety-v
Safety Conventions. . . . . .Legal and Safety-vi
Caution Labels . . . . . .Legal and Safety-viii
Installation Precautions. . . . . .Legal and Safety-ix
Power Supply/Grounding the Machine . . . . . Legal and Safety-x
Precautions for Use. . . . . .Legal and Safety-xi
Laser Safety . . . . . .Legal and Safety-xiv
Disconnection of Power . . . . . Legal and Safety-xv
CE Declaration of Conformity . . . . . Legal and Safety-xv

Introduction

Guides Included xviii
Conventions xix

1 Machine Parts

Main Body 1-2
Operation Panel 1-5
Message Display. 1-7

2 Preparation

Loading Paper. 2-2
Connection 2-10
Switching Power On 2-12
Network Settings. 2-13
Setting the Date and Time 2-16
Setting the Language 2-18
Other Settings. 2-18

3 Basic Operation

Basic Copying Procedure 3-2
Making Zoom Copies 3-5
Duplex Mode. 3-9
Split Mode 3-12
Sort Mode 3-14
Interrupt Mode. 3-15
Low Power Mode 3-18
Auto Sleep Mode. 3-19
Basic Printing Procedure. 3-20

Downloaded From ManualsPrinter.com Manuals

4 Optional Equipment

Optional Equipment Overview. 4-2
Document Processor. 4-3
Paper Feeder 4-7
Duplex Unit 4-8
Finisher 4-8
Job Separator 4-12
Key Counter 4-13
Fax Kit. 4-14
Network Scanner Kit 4-14
Memory Card (CompactFlash) 4-14
Hard Disk 4-15
Expansion Memory 4-15

5 Maintenance

Cleaning the Machine 5-2
Replacing the Toner Container and Waste Toner Box 5-5

6 Troubleshooting

Problem Solving 6-2
Error Messages and Correction 6-5
Paper Jams. 6-10

Appendix

Specifications Appendix-2

Downloaded From ManualsPrinter.com Manuals

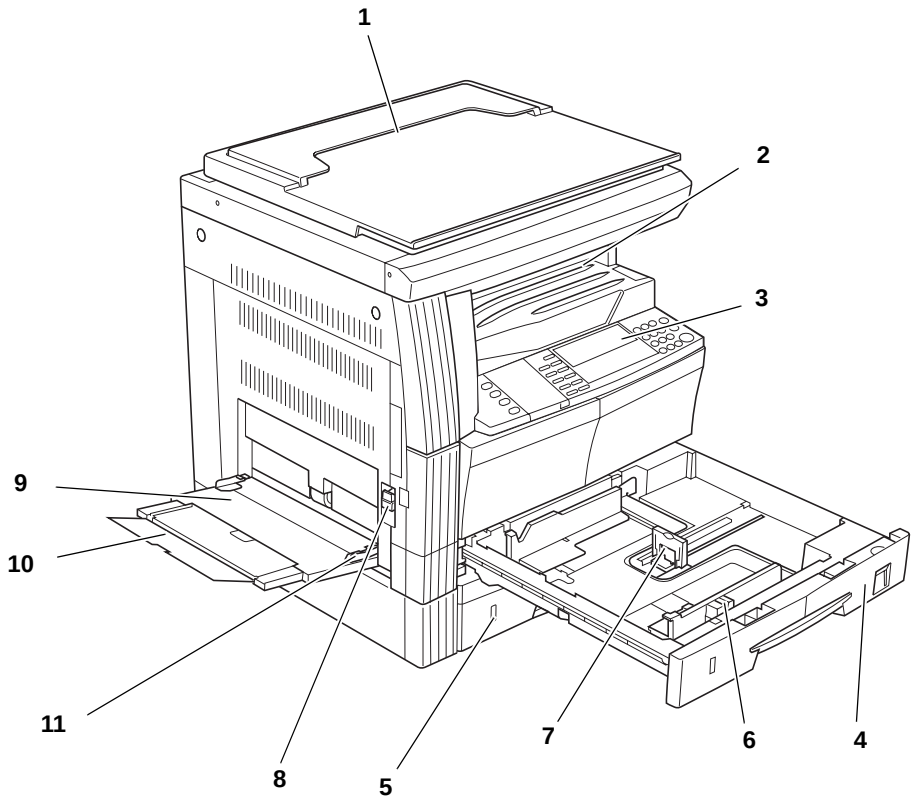
1 Machine Parts

This chapter explains the following topics:

- Main Body 1-2
- Operation Panel 1-5
- Message Display 1-5

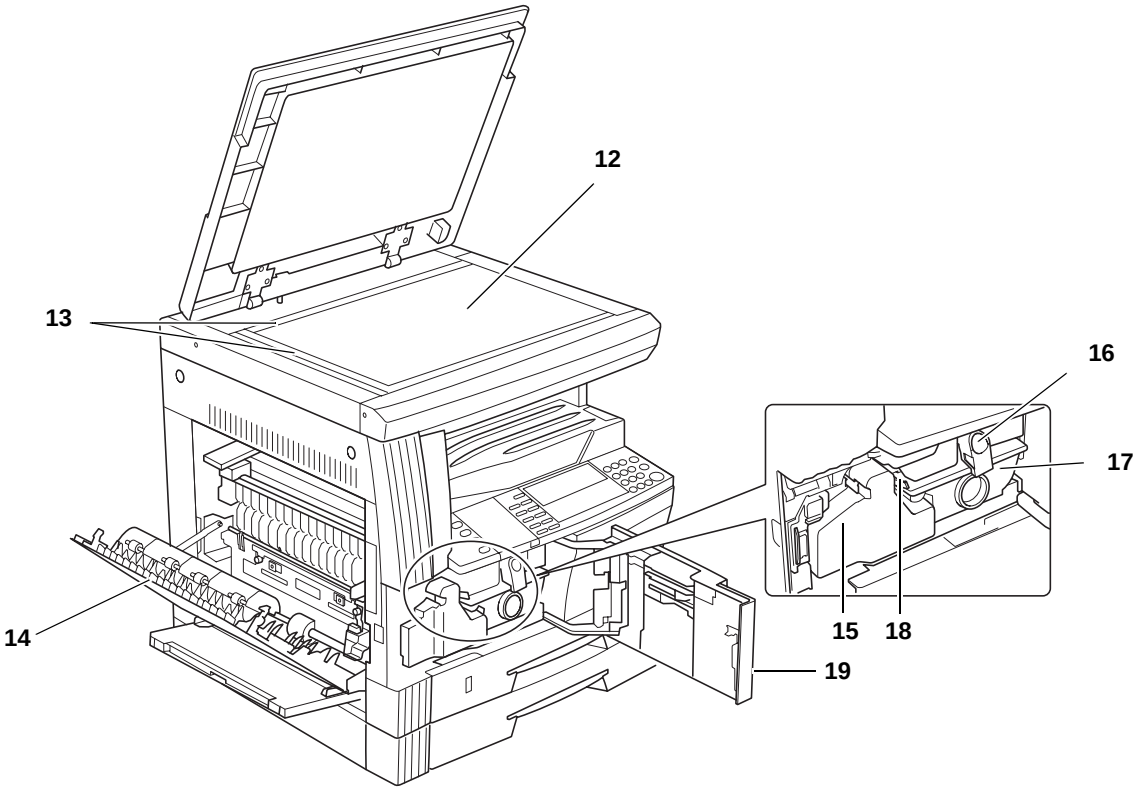
Downloaded From ManualsPrinter.com Manuals

Main Body



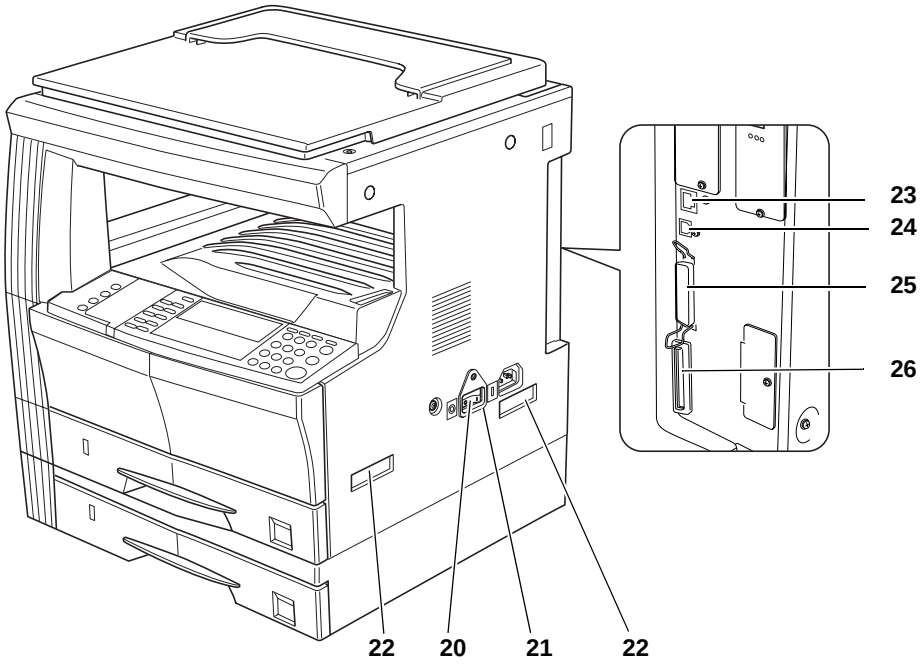
1 **Original Cover**
2 **Output Tray**
3 **Operation Panel**
4 **Cassette 1**
5 **Cassette 2** (20 and 25 ppm models only)
6 **Paper Width Adjusting Tab**
7 **Paper Length Adjusting Tab**
8 **Left Cover Handle**
9 **Multi-Bypass Tray**
10 **Multi-Bypass Tray Extension**
11 **Insert Guides**

Downloaded From ManualsPrinter.com Manuals



12 **Platen**
13 **Original Size Indicator Plates**
14 **Left Cover**
15 **Waste Toner Box**
16 **Toner Container Release Lever**
17 **Toner Container**
18 **Charger Cleaner Rod**
19 **Front Cover**

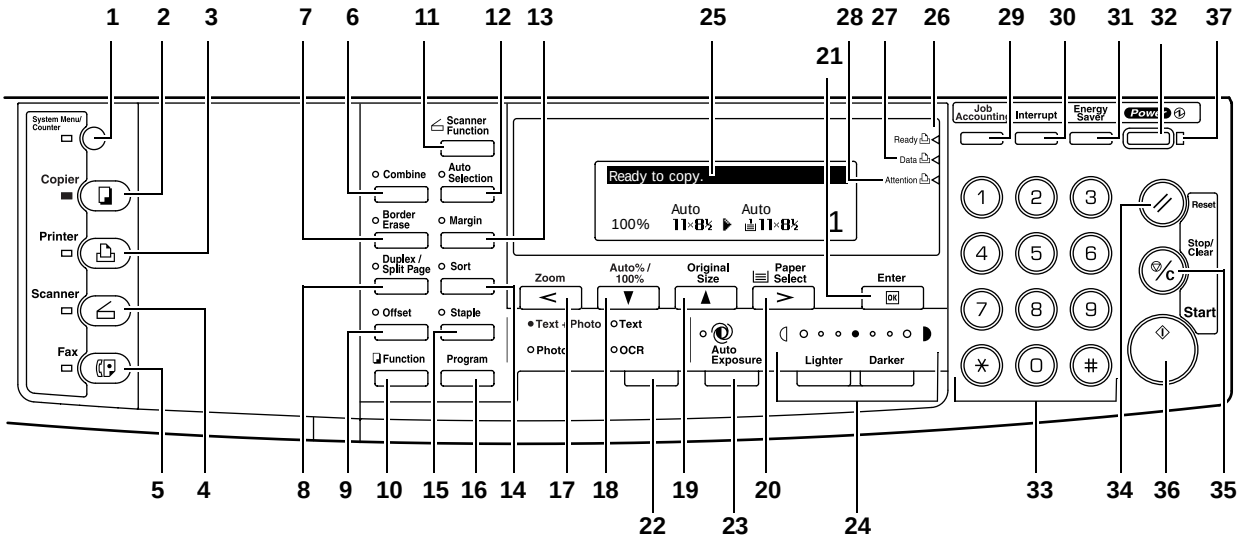
Downloaded From ManualsPrinter.com Manuals



20 **Main Power Switch**
21 **Main Power Switch Cover**
22 **Handles for Transport**
23 **Network Interface Connector**
24 **USB Interface Connector**
25 **Parallel Interface Connector**
26 **Memory Card Slot**

Downloaded From ManualsPrinter.com Manuals

Operation Panel



1 System Menu/Counter Key and Indicator
2 Copier Key and Indicator
3 Printer Key and Indicator
4 Scanner Key and Indicator
5 Fax Key and Indicator
6 Combine Key and Indicator
7 Border Erase Key and Indicator
8 Duplex/Split Page Key and Indicator
9 Offset Key and Indicator
10 Function Key
11 Scanner Function Key
12 Auto Selection Key and Indicator
13 Margin Key and Indicator
14 Sort Key and Indicator
15 Staple Key and Indicator
16 Program Key
17 Zoom Key/< Key
18 Auto%/100% Key/▼ Key
19 Original Size Key/▲ Key
20 Paper Select Key/> Key
21 Enter Key

Downloaded From ManualsPrinter.com Manuals

22 **Image Quality Mode Select Key**
23 **Auto Exposure Key**
24 **Lighter Key / Darker Key / Exposure Display**
25 **Message Display**
26 **Ready Indicator** (green light)
27 **Data Indicator** (green light)
28 **Attention Indicator** (red light)
29 **Job Accounting Key**
30 **Interrupt Key and Indicator**
31 **Energy Saver Key and Indicator**
32 **Power Key and Indicator**
33 **Numeric Keys**
34 **Reset Key**
35 **Stop/clear Key**
36 **Start Key and Indicator**
37 **Main Power Indicator**

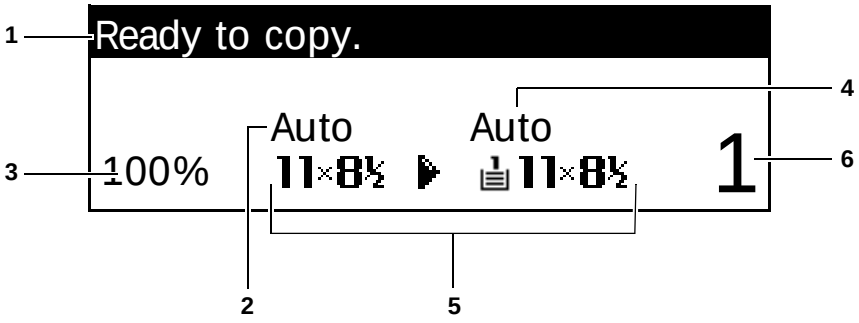
Downloaded From ManualsPrinter.com Manuals

Message Display

The message display indicates the operation status of the machine.

Copier Basic Screen

The following screen displays when the *Copier* key is pressed.



Reference number	Meaning
1	Indicates the current machine status.
2	Displays when the original size is automatically selected.
3	Displays the copy magnification ratio.
4	Displays if *Auto Paper Selection* mode is selected.
5	Displays the *Original Size*, *Paper Size*, and the selected cassette.
6	Number of copies selected.

Downloaded From ManualsPrinter.com Manuals

Printer Basic Screen

The following screen displays when the *Printer* key is pressed:

Reference number	Meaning
1	Indicates the current status of the machine.
2	Select to switch between online and offline, to print/resume printing, to clear a specific error, and to cancel the currently processing page to begin printing a new page.
3	Select to stop printing in progress.
4	Select to adjust network settings. For further information refer to *Network Settings, on page 2-13.* Also used to change various printer functions and settings. Refer to *Chapter 2*, *Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

2 Preparation

This chapter explains the following topics:

- Loading Paper 2-2
- Connection 2-10
- Switching Power On 2-12
- Network Settings 2-13
- Setting the Date and Time 2-16
- Setting the Language 2-18
- Other Settings 2-18

Downloaded From ManualsPrinter.com Manuals

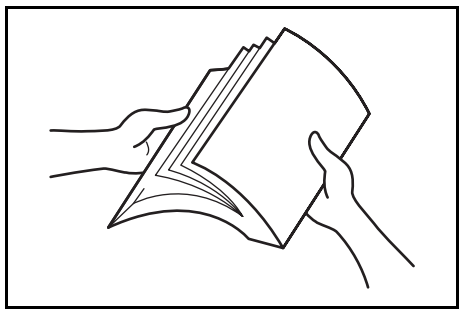
Loading Paper

Paper and media can be loaded in the *Cassette* or *Multi-Bypass Tray*.

NOTE: For information about the types of media that can be used, refer to *Appendix, Advanced Operation Guide*.

Prepare the Paper

After removing paper from the packaging, fan through the sheets to separate prior to loading.



If using paper that has been folded or is curled, straighten it prior to loading. Failure to do so may result in a paper jam.

IMPORTANT: Ensure paper is not stapled and clips are removed.

Load the paper with the side which faced the top of the packaging face-up if using a *Cassette* and face-down if using the *Multi-Bypass Tray*.

Leaving paper out of its package under high temperature and high humidity conditions may lead to problems caused by ambient moisture. After loading paper into a *Cassette* or *Multi-Bypass Tray*, seal the remaining paper in its original package. If the machine is not being used for a prolonged period of time, remove all paper from the *Cassette(s)* and *Multi-Bypass Tray* and reseal it in its original packaging.

Loading Paper into a Cassette

Standard paper (60 to 90 g/m²), thick paper (90 to 105 g/m²), recycled paper, or color paper can be loaded. Up to 300 sheets of standard paper (80 g/m²) can be loaded into each cassette at one time.

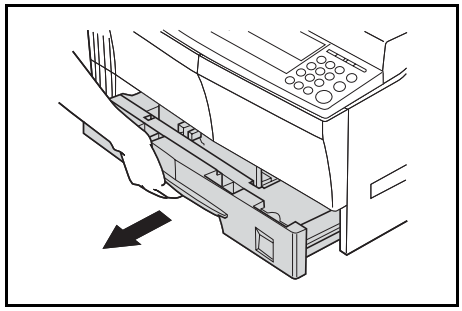
The paper sizes which can be loaded are: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II).

IMPORTANT: The type of paper that is being loaded into a cassette (standard, recycled, etc.) must be specified. For details refer to *Chapter 3, Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

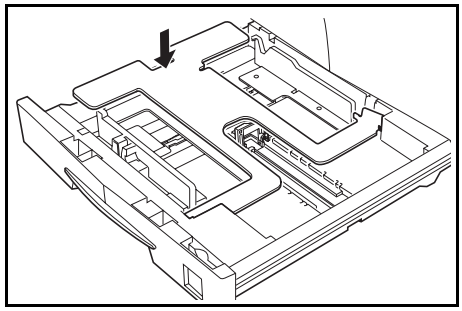
1 Pull the cassette completely out of the machine.

IMPORTANT: When pulling the cassette out of the machine, ensure it is supported and does not fall out.

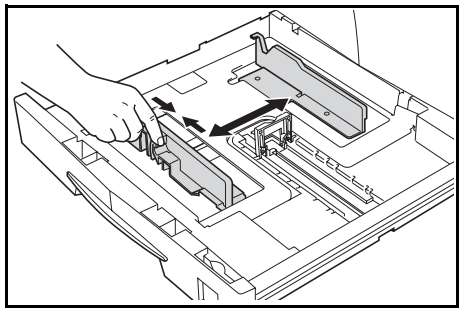


NOTE: Pull out one cassette at a time.

2 Push down on the *Cassette Base Plate*.

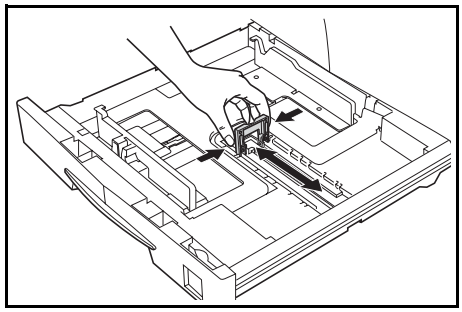


3 Using the *Paper Width Adjusting Tab*, adjust the width guides to the paper size required.



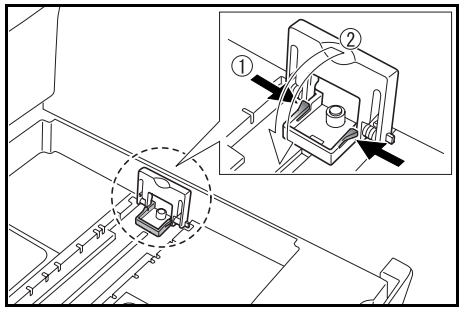
NOTE: The paper sizes are marked on the cassette.

4 Using the *Paper Length Adjusting Tab*, adjust the length guide to the paper size required.



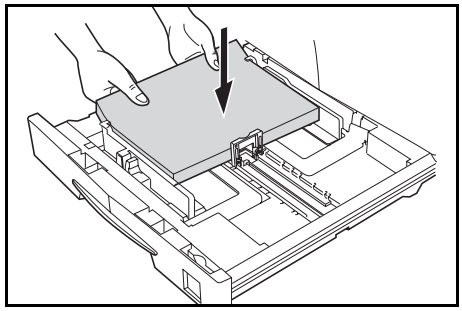
Downloaded From ManualsPrinter.com Manuals

When loading A3 or 11 × 17" (Ledger) paper, move the paper length guide to the right end and push it down, as shown.



NOTE: The paper sizes are marked on the cassette.

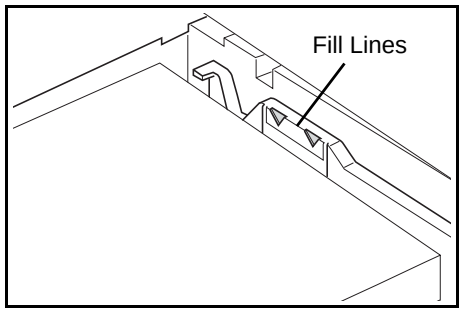
5 Load the paper in the cassette, the leading edge must be aligned against the *Paper Length Guide.*



IMPORTANT: Always adjust the paper length and width guides before loading paper to avoid skewed paper feed and/or a paper jam.

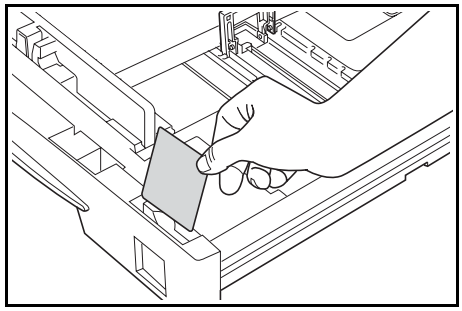
Ensure the paper is placed securely against the paper length and width guides with no gap. A different paper size may show on the message display if the guides are not adjusted correctly.

Do not load paper above the fill lines located on the width guide.



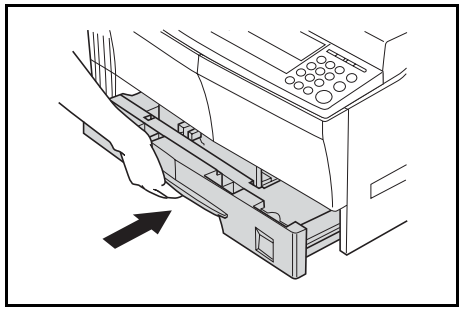
Ensure the side to be printed is facing up and the paper is not folded, curled, or damaged.

6 Place the *Paper Size Sheet* in the slot to show the size of paper inside.



Downloaded From ManualsPrinter.com Manuals

7 Push the cassette back into the machine until it stops.



Loading Paper in the Multi-Bypass Tray

In addition to standard and recycled paper, special paper (45 to 160 g/m²) can be loaded in the *Multi-Bypass Tray*.

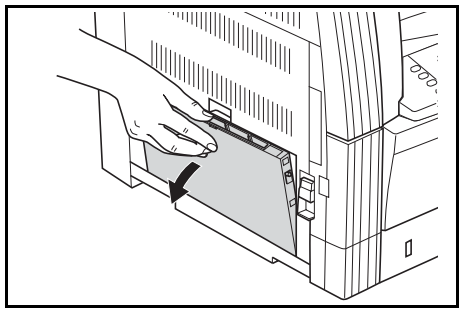
The paper sizes that can be used are: A3 to A6R, postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement).

The types and sizes of paper and the number of sheets that can be loaded are as follows:

Type or Size	Capacity
Standard Paper	50 sheets (80 g/m²)
Thin and Thick Paper	50 sheets to 5 sheets (45 to 160 g/m²) (depending on paper size and thickness)
Postcard	10 sheets
Transparencies	1 sheet
A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II)	25 sheets

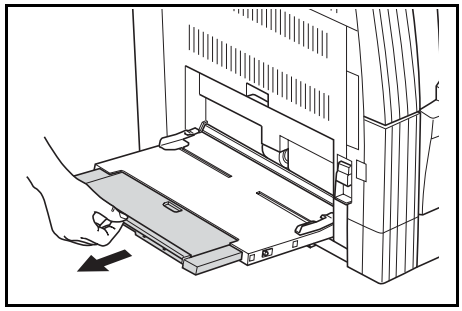
IMPORTANT: After loading the *Multi-Bypass Tray*, the paper size and type must be specified. For further information refer to *Multi-Bypass Tray Size and Type, on page 2-7.*

1 Open the *Multi-Bypass Tray*.

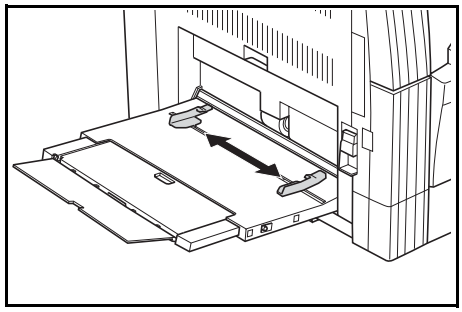


Downloaded From ManualsPrinter.com Manuals

If loading long paper, pull out the *Multi-Bypass Tray Extension* and flip it open.

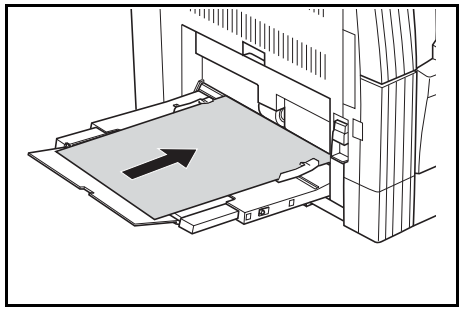


2 Adjust the *Insert Guides* to fit the width of the paper.



3 Slide the paper along the *Insert Guides* and into the tray as far as it will go.

Ensure the *Insert Guides* are flush against the edge of the paper.



IMPORTANT: Straighten out postcards and other types of thick paper that may be curled prior to loading. The paper may not be fed depending on the paper quality.

Only load the tray when you are planning to use it and do not leave paper in the tray for long periods of time.

When loading the *Multi-Bypass Tray*, ensure the side to be copied or printed onto is facing down.

Downloaded From ManualsPrinter.com Manuals

Multi-Bypass Tray Size and Type

Use the following instructions to set the paper size and type prior to using the *Multi-Bypass Tray*.

Paper Size

The following paper size options are available for the *Multi-Bypass Tray*:

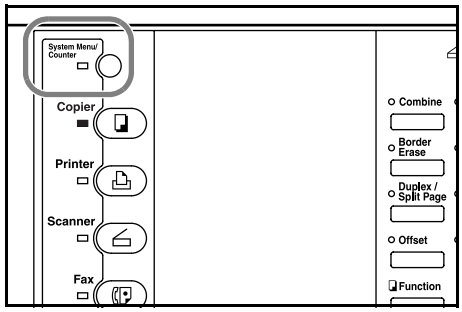
- *Regular Paper Size* - these standard paper sizes can be selected from the *Bypass Paper Size* menu.
- *Other Regular Size* - use this option for additional standard paper sizes.
- *Input Size* - use this option to enter a custom paper size if your paper size is not displayed.
- *Universal Size* - use this option if the paper size is unknown or no paper size setting is required.

Regular Paper Size:

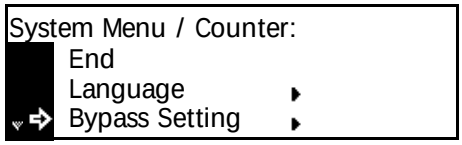
The following regular paper sizes are available:

- Inch Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), A4R, A4
- Metric Specification — A3, B4, A4R, A4, B5R, B5, A5R, B6R, A6R, 8 1/2 × 11" (Letter), 11 × 8 1/2", Folio.

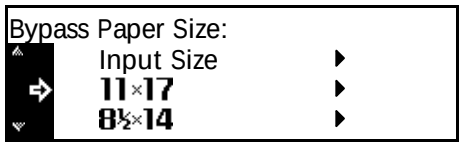
1 Press **[System Menu / Counter]**.



2 Press ▲ or ▼ to select *Bypass Setting* and press **[Enter]**.



3 Press ▲ or ▼ to select the paper size required and press **[Enter]**.



The *Bypass Paper Type* screen displays. Select the *Paper Type* required using the instructions on *page 2-9*.

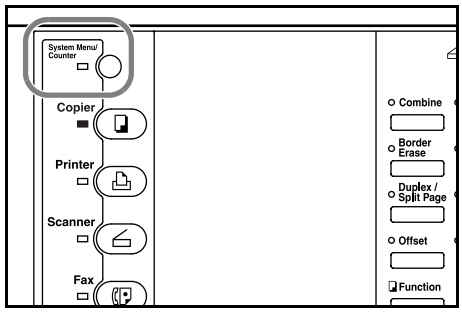
Downloaded From ManualsPrinter.com Manuals

Other Regular Size:

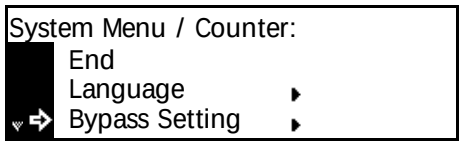
The following other regular paper sizes are available:

- Inch Specification — A3, B4, B5R, B5, A5R, B6R, A6R, HAGAKI, Folio, Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch
- Metric Specification — 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II), 5 1/2 × 8 1/2" (Statement), Executive, ISO B5, Envelope DL, Envelope C5, Envelope C4, Comm. #10, Comm. #9, Comm. #6-3/4, Monarch

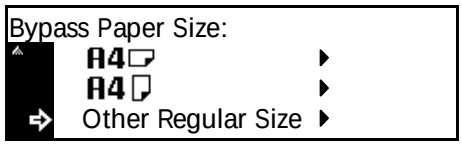
1 Press **[System Menu / Counter]**.



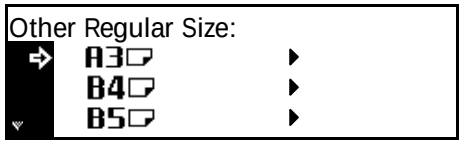
2 Press ▲ or ▼ to select *Bypass Setting* and press **[Enter]**.



3 Press ▲ or ▼ to select *Other Regular Size* and press **[Enter]**.



4 Press ▲ or ▼ to select the paper size required and press **[Enter]**.

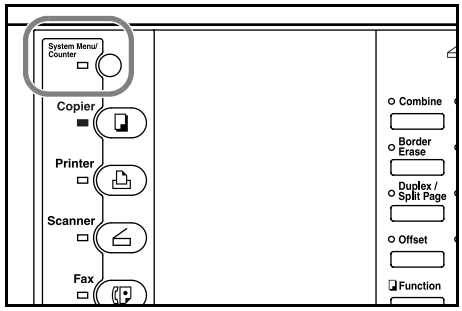


The *Bypass Paper Type* screen displays. Select the *Paper Type* required using the instructions on *page 2-9*.

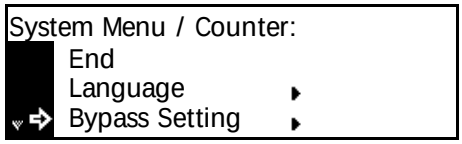
Downloaded From ManualsPrinter.com Manuals

Input Size:

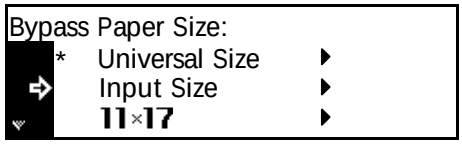
1 Press **[System Menu / Counter]**.



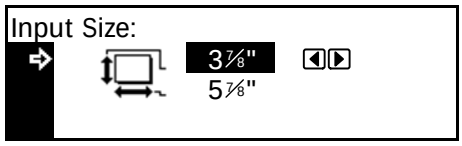
2 Press ▲ or ▼ to select *Bypass Setting* and press **[Enter]**.



3 Press ▲ or ▼ to select *Input Size* and press **[Enter]**.

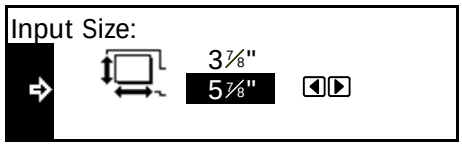


4 Press **<** or **>** to select the vertical size required, 3 7/8" to 11 5/8" in 1/8" increments (98 to 297 mm in 1 mm increments) can be selected.



Press ▼ to select the horizontal size.

5 Press **<** or **>** to select the horizontal size, 5 7/8" to 17" in 1/8" increments (148 to 432 mm in 1 mm increments) can be selected.



Press **[Enter]**. The *Bypass Paper Type* screen displays.

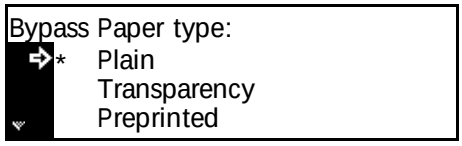
Select the *Paper Type* required using the instructions on *page 2-9*.

Paper Type

The following paper types are available:

- *Plain, Transparency, Preprinted, Labels, Bond, Recycled, Vellum, Rough, Letterhead, Color, Prepunched, Envelope, Cardstock, Thick paper, High quality, Custom 1 (to 8)*

1 After selecting the paper size required, press ▲ or ▼ to select the paper type required.



Press **[Enter]**. The *Copier Basic* screen returns.

Downloaded From ManualsPrinter.com Manuals

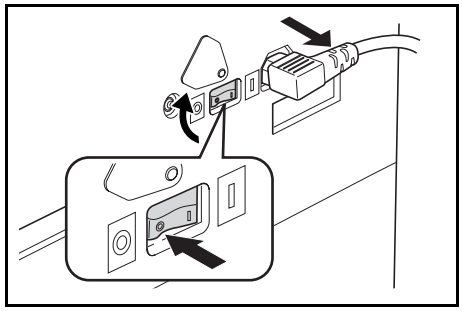
Connection

This machine can be connected to a computer through a network, parallel or USB interface.

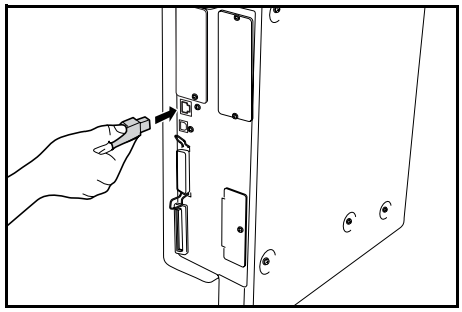
Connecting to a Network

To connect the machine to a network, use a network cable (10Base-T or 100Base-TX).

1 Open the main power switch cover on the right side of the machine and press the *Power Switch* to *Off* (○), then remove the power cord from the outlet.



2 Connect the network cable to the *Network Interface Connector* on the right side of the machine.



3 Connect the other end of the network cable to your network device (hub).

4 Program the required network settings. For further information refer to *Network Settings, on page 2-13.*

Downloaded From ManualsPrinter.com Manuals

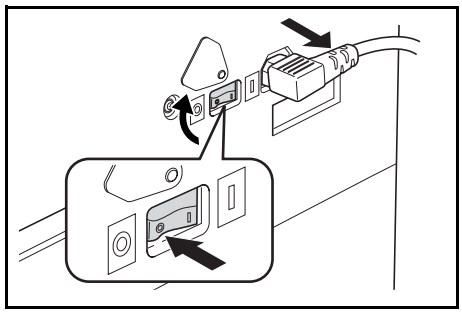
Connecting to a Parallel or USB Interface

To connect the machine directly to your computer, use a parallel cable or a USB cable.

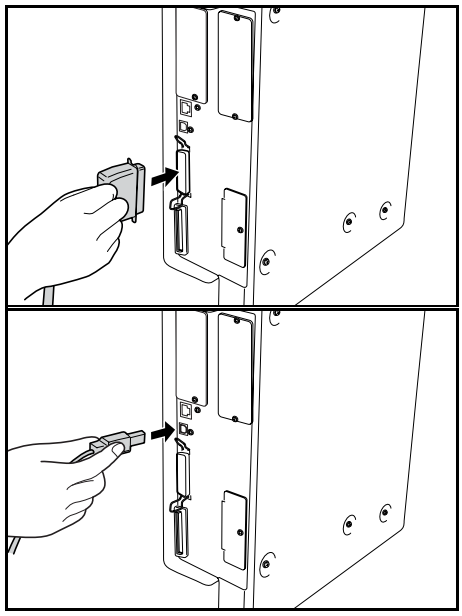
IMPORTANT: Always power off the machine (○) and remove the power cord from the outlet before connecting the printer cable.

Ensure your computer is also switched off.

1 Open the main power switch cover on the right side of the machine and press the *Power Switch* to *Off* (○), then remove the power cord from the outlet.



2 Connect the printer cable (not included) to the *Parallel Interface Connector* or *USB Interface Connector* located on the right side of the machine.



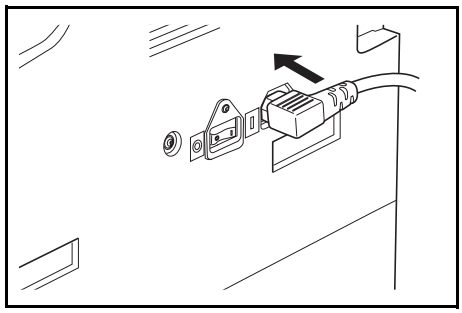
NOTE: Use a USB cable that complies with Revision 2.0 of USB standard (a rectangular Type A plug and a square Type B plug).The USB cable should be shielded and not be longer than 5 meters (16 feet).

3 Connect the other end of the printer cable to the *Parallel Interface Connector* or *USB Interface Connector* on your computer.

Downloaded From ManualsPrinter.com Manuals

Connecting to Power

1 Connect the power cord to the *Power Cord Connector* on the right side of the machine.



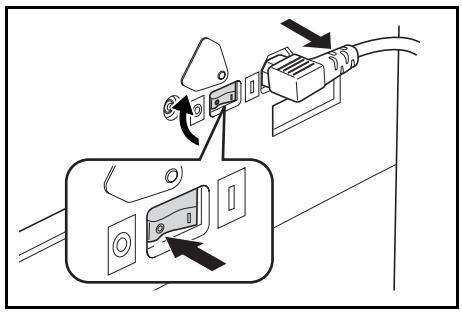
2 Connect the other end of the power cord to a power outlet.

Switching Power On

Open the main power switch cover on the right side of the machine and press the *Power Switch* to *On* (|).

The machine begins to warm up.

Once warm-up is complete, the green *Start* indicator displays.



Downloaded From ManualsPrinter.com Manuals

Network Settings

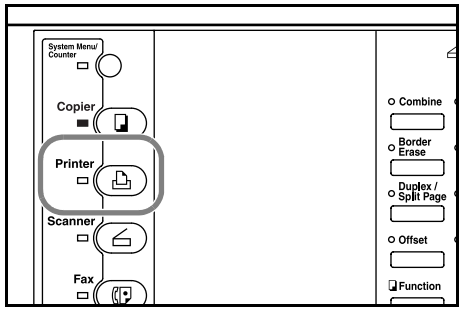
IP Address Setting

Use the following procedure to register an *IP Address* to the machine. Check with your network administrator before performing this procedure.

The following procedure applies when *DHCP* is *Off* and *TCP/IP* is *On*. *Refer to Chapter 2, Advanced Operation Guide for details.*

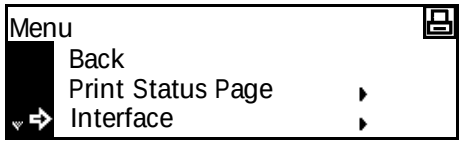
NOTE: Any changes made to network settings become valid after you power the machine off and on again.

1 Press **[Printer]**.



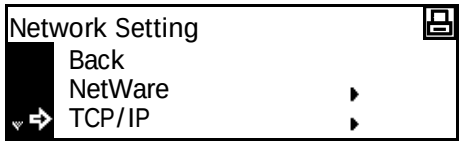
2 Press ▲ or ▼ to select *MENU* and press **[Enter]**.

3 Press ▲ or ▼ to select *Interface* and press **[Enter]**.

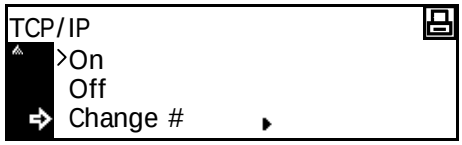


4 Press ▲ or ▼ to select *Network* and press **[Enter]**.

5 Press ▲ or ▼ to select *TCP/IP* and press **[Enter]**.

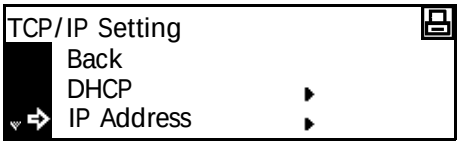


6 Press ▲ or ▼ to select *Change #* and press **[Enter]**.

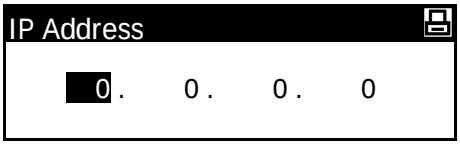


Downloaded From ManualsPrinter.com Manuals

7 Press ▲ or ▼ to select *IP Address* and press **[Enter]**.

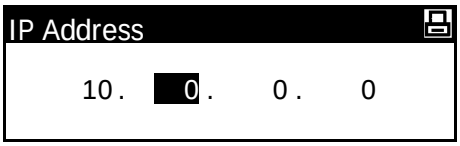


8 Use the keypad to enter the address. Enter the first segment of the *IP Address* in the highlighted area and press **[#]**.



9 Enter the next segment and press **[#]**.

Enter the remaining segments using the same procedure.



Press **[Enter]** when the entire address has been entered.

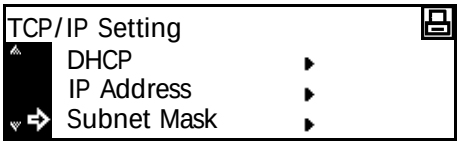
Subnet Mask Setting

Continue from the previous Step 9 to register the *Subnet Mask* address.

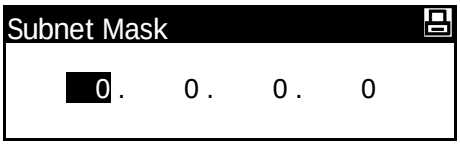
NOTE: If you are not sure of the appropriate *Subnet Mask* address, contact your Network Administrator.

1 Access the *TCP/IP Setting* screen.

2 Press ▲ or ▼ to select *Subnet Mask* and press **[Enter]**.



3 Enter the *Subnet Mask* address using the same procedure used for the *IP Address* in steps 8 - 9 of *IP Address Setting*.



Press **[Enter]** when the entire address has been entered.

Downloaded From ManualsPrinter.com Manuals

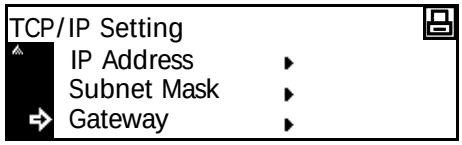
Registering the Default Gateway

Continue from the previous Step 3 to register the *Default Gateway*.

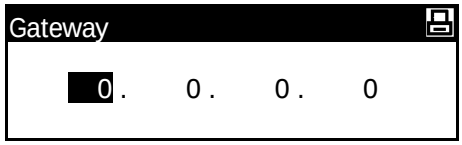
NOTE: If you are not sure of the appropriate *Default Gateway* address, contact your Network Administrator.

1 Access the *TCP/IP Setting* screen.

2 Press ▲ or ▼ to select *Gateway* and press **[Enter]**.



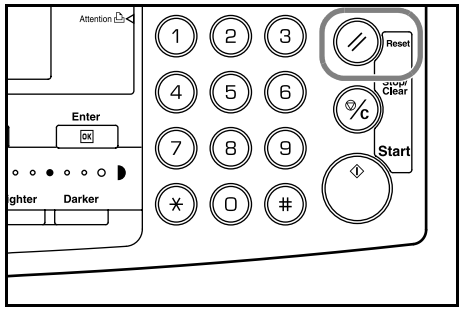
3 Enter the *Gateway* address using the same procedure used for the *IP Address* in steps 8 - 9 of *IP Address Setting*.



Press **[Enter]** when the entire address has been entered.

4 When you have entered all the network settings, press **[Reset]**.

The *Printer Basic* screen displays.

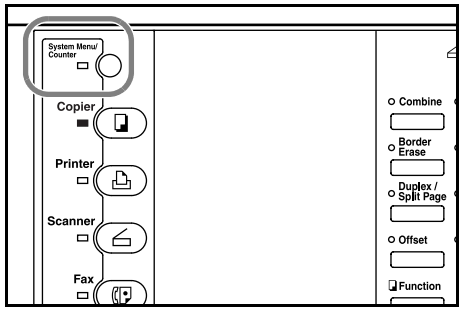


Downloaded From ManualsPrinter.com Manuals

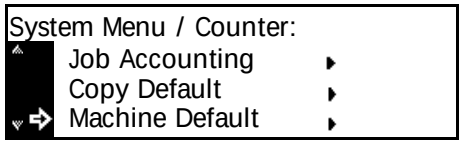
Setting the Date and Time

Use these instructions to register the current date and time, the time difference from *Greenwich Mean Time (GMT)*, and the summer time setting.

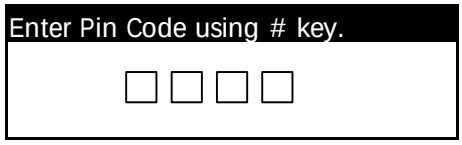
1 Press **[System Menu / Counter]**.



2 Press ▲ or ▼ to select *Machine default* and press **[Enter]**.

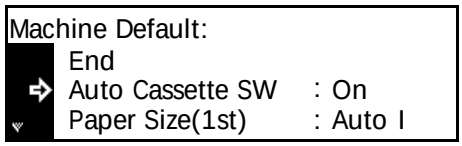


3 Use the keypad to enter the 4 digit management code.

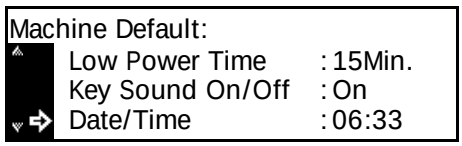


NOTE: The factory default management code varies for each model: 16 ppm model = *1600*, 20 ppm model = *2000*, and 25 ppm model = *2500*. The four-digit management code can be changed. For details refer to *Chapter 3*, *Advanced Operation Guide*.

If the code is accepted, the *Machine default* screen displays.

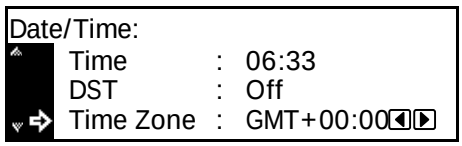


4 Press ▲ or ▼ to select *Date/Time* and press **[Enter]**.



5 Press ▲ or ▼ to select *Time Zone*.

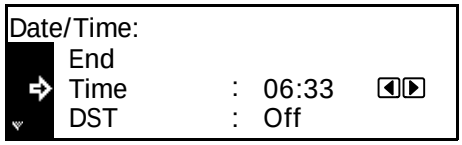
Press **<** or **>** key to set the time difference from *Greenwich Mean Time*.



Downloaded From ManualsPrinter.com Manuals

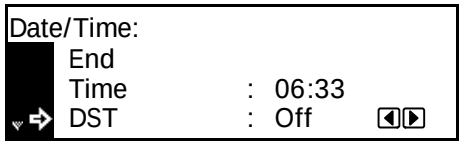
6 Press ▲ or ▼ to select *Time*.

Press the **<** key or the **>** key to set the current time.



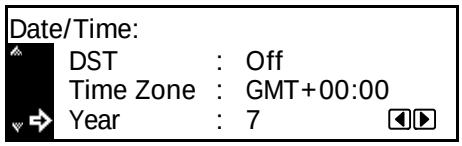
7 Press ▲ or ▼ to select *DST (Summer time)*.

Press **<** or **>** to set *On* or *Off*.



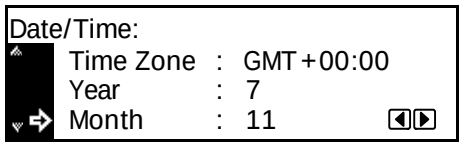
8 Press ▲ or ▼ to select *Year*.

Press **<** or **>** to set the current year.



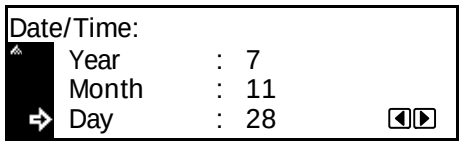
9 Press ▲ or ▼ to select *Month*.

Press **<** or **>** to set the current month.

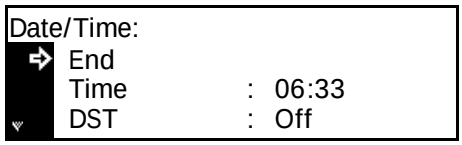


10 Press ▲ or ▼ to select *Day*.

Press **<** or **>** to set the current day.

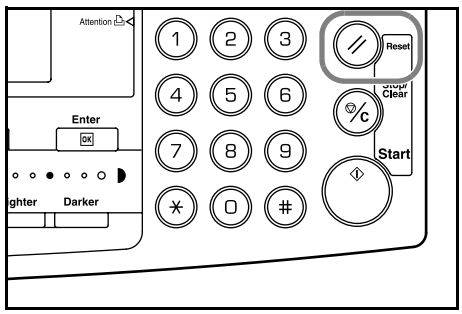


11 When the date and time settings have been entered, press ▲ or ▼ to select *End* and press **[Enter]**.



12 Press **[Reset]**.

The *Copier Basic* screen displays.



Downloaded From ManualsPrinter.com Manuals

Setting the Language

You can select the language that will be used in the message display.

The following languages are available for selection:

- Inch Specification — English, French (Français), Spanish (Español), and Japanese (日本語)
- Metric Specification — English, German (Deutsch), French (Français), Spanish (Español), and Italian (Italiano)

For details refer to *Chapter 3*, *Advanced Operation Guide*.

Other Settings

Various default settings on the machine can be adjusted to your preference. For information about adjustable default items, refer to *Chapter 3, Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

3 Basic Operation

This chapter contains explanations on the following topics:

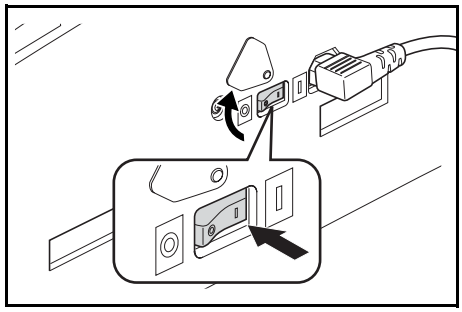
- Basic Copying Procedure 3-2
- Making Zoom Copies 3-5
- Duplex Mode 3-9
- Split Mode 3-12
- Sort Mode 3-14
- Interrupt Mode 3-15
- Low Power Mode 3-18
- Auto Sleep Mode 3-19
- Basic Printing Procedure 3-20

Refer to the *Advanced Operation Guide* for details of the additional functions.

Downloaded From ManualsPrinter.com Manuals

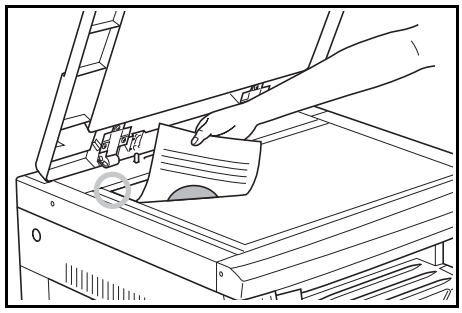
Basic Copying Procedure

1 Open the main power switch cover on the right side of the machine and press the *Power Switch* to *On* (|).



At the end of warm-up, the *Start* indicator lights.

2 Open the *Original Cover* and place the original face-down onto the *Platen*. Align the original flush up against the left rear corner of the *Platen*.

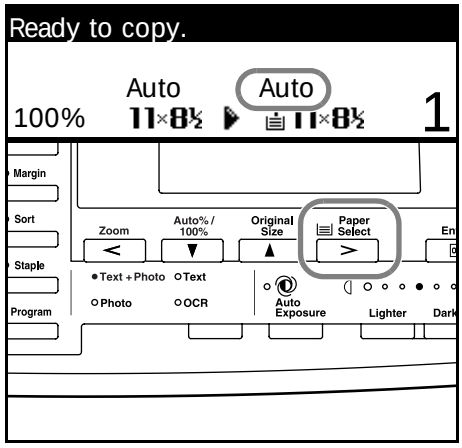


NOTE: If the optional *Document Processor* is installed on your machine, refer to *Document Processor, on page 4-3.*

3 Select the paper required.

If *Auto* displays, copy paper the same size as the original is automatically selected.

Press **[Paper Select]** to change the paper selection.



NOTE: To disable the *Auto Paper Selection* function. Refer to *Chapter 3*, *Advanced Operation Guide*.
You can specify which cassette will be automatically selected. For details, refer to *Chapter 3*, *Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

4 Press **[Image Quality]** to select the image quality mode required.

The indicator light displays for the selected mode.

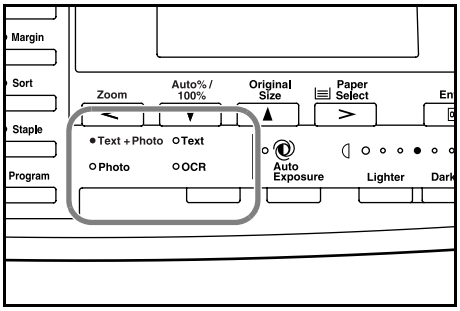


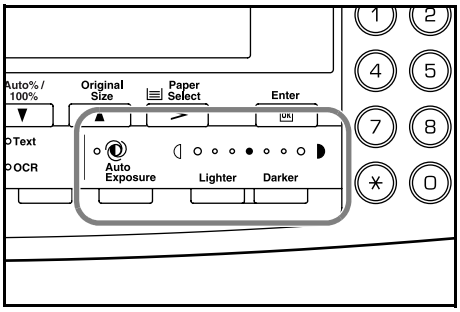
Image Quality mode	Description
Text+Photo	Select for originals containing a mixture of both text and photographs.
Photo	Select for originals containing mostly photographs.
Text	Select for originals containing mostly text.

NOTE: To adjust the default *Copy Exposure* in each of the Image Quality modes, refer to *Chapter 3*, *Advanced Operation Guide*.
You can also select which *Image Quality* mode will be the default setting in the initial mode, refer to *Chapter 3*, *Advanced Operation Guide* for details.

5 *Copy Exposure* can be adjusted automatically or manually.

Press **[Auto Exposure]** to allow the machine to select the optimal exposure setting for the original.

Press **[Lighter]** or **[Darker]** to adjust the copy exposure manually. There are 7 expsosure levels available.

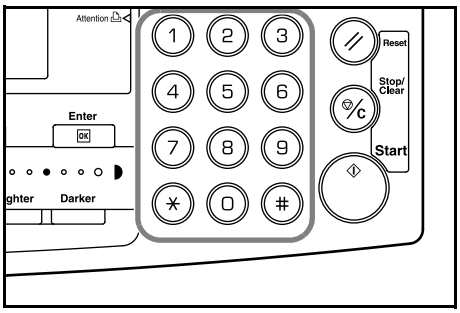


The display indicates the current exposure level.

NOTE: If *Photo* is selected, *Auto Exposure* mode cannot be used.

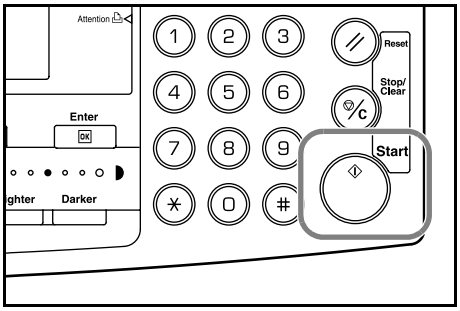
6 Enter the number of copies required.

Up to 999 can be entered.

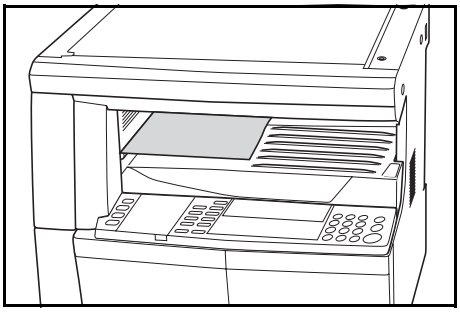


Downloaded From ManualsPrinter.com Manuals

7 Press **[Start]**. Copying begins immediately once the green *Start* indicator is lit.

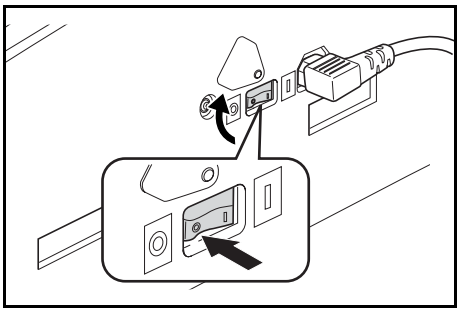


8 Finished copies are delivered to the *Output Tray*.



NOTE: The capacity of the *Output Tray* is 250 sheets of standard paper (80 g/m²). The capacity varies depending on the paper used.

CAUTION: If the optional *Fax* kit is installed and the machine is not being used for a short period of time (overnight, etc.) switch off the main power (○). If it is not being used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes.



NOTE: If the optional *Fax* kit is installed, when the main power is switched off or the power plug is removed from the outlet, fax transmission and reception cannot be performed.

Downloaded From ManualsPrinter.com Manuals

Making Zoom Copies

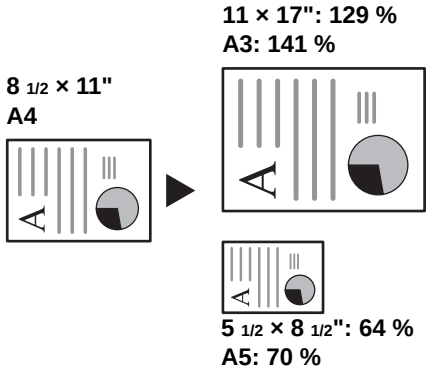
It is possible to change the *Zoom* ratio in order to make copies of an enlarged or reduced size.

The following modes are available for selecting the required *Zoom* ratio.

Mode	Description
Auto Zoom	Adjusts the *Zoom* ratio to fit the copied image onto the selected paper size.
Zoom mode	The *Zoom* ratio can be set to any 1 % increment between 25 % and 200 %, as desired.
Preset Zoom mode	Makes copies at one of the *Preset Zoom* ratios. The following ratios are available: • Inch Specification: 200 % (5.5 × 8.5 → 11 × 17), 154 % (5.5 × 8.5 → 8.5 × 14), 129 % (8.5 × 11 → 11 × 17), 121 % (8.5 × 14 → 11 × 17), 78 % (8.5 × 14 → 8.5 × 11), 77 % (11 × 17 → 8.5 × 14), 64 % (11 × 17 → 8.5 × 11), 50 % (11 × 17 → 5.5 × 8.5) • Metric Specification: 200 % (A5 → A3), 141 % (A4 → A3, A5→A4), 127 % (Folio → A3), 106 % (11 × 15" → A3), 90 % (Folio → A4), 75 % (11 × 15" → A4), 70 % (A3 → A4, A4 → A5), 50 % (A3 → A5)

Auto Zoom

Adjusts the *Zoom* ratio to fit the copied image onto the selected paper size.

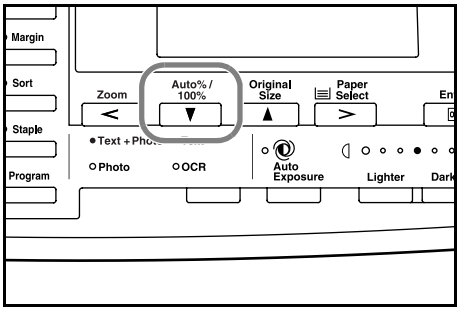


NOTE: To set the *Auto Zoom* mode as the default mode when a cassette is selected, refer to *Chapter 3*, *Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

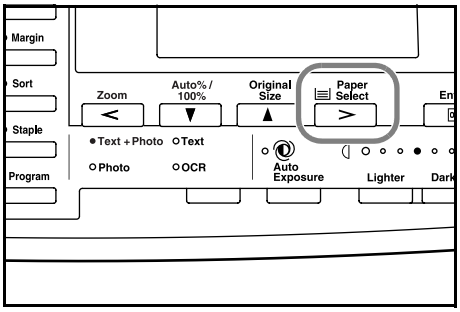
1 Position the original and press **[Auto% / 100%]**.

Auto % displays on the screen.



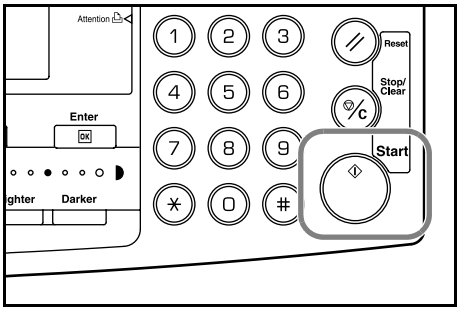
2 Press **[Paper Select]** to select the copy paper required.

The zoom ratio displays on the screen.



3 Press **[Start]**.

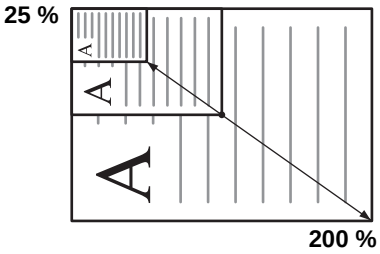
The original is copied and automatically resized to fit on the selected paper.



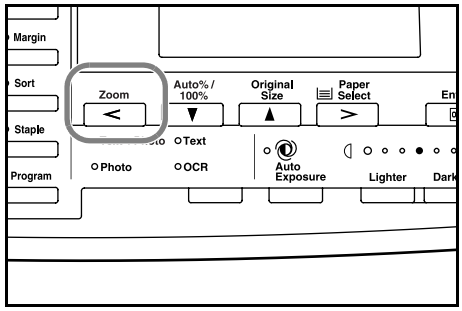
Downloaded From ManualsPrinter.com Manuals

Zoom Mode

With this mode, the zoom ratio can be set between 25 % and 200 % in 1 % increments.



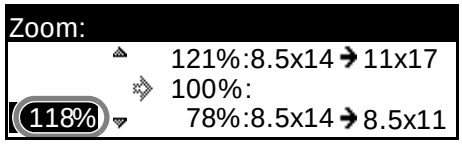
1 Position the original and press **[Zoom]**.



2 Use the keypad to enter the zoom ratio.

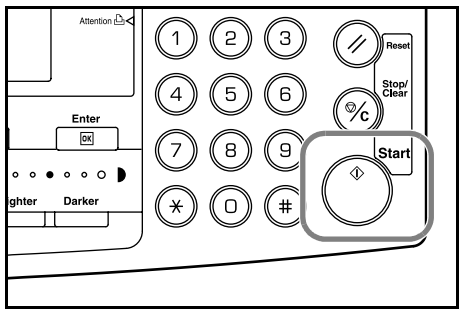
The zoom ratio displays.

Press **[Enter]**.



3 Press **[Start]**.

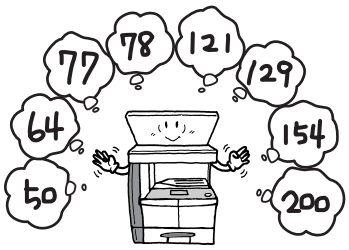
Copies are delivered to the *Output Tray*.



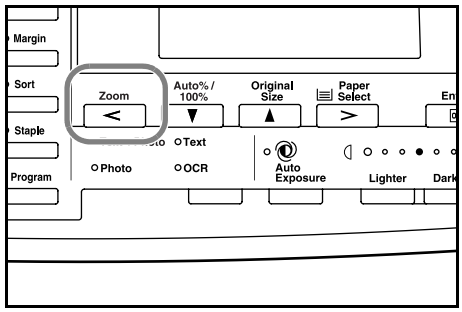
Downloaded From ManualsPrinter.com Manuals

Preset Zoom Mode

Use to make copies using one of the *Preset Zoom* ratios.

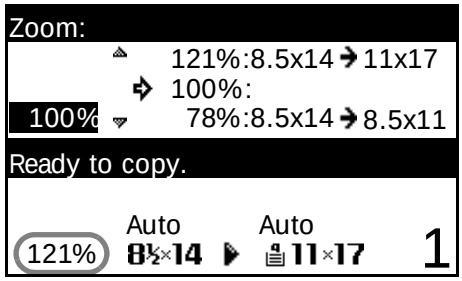


1 Position the original and press **[Zoom]**.



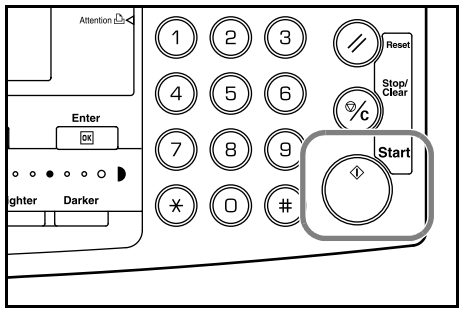
2 Press ▲ or ▼ to select the zoom ratio required and press **[Enter]**.

The zoom ratio displays.



3 Press **[Start]**.

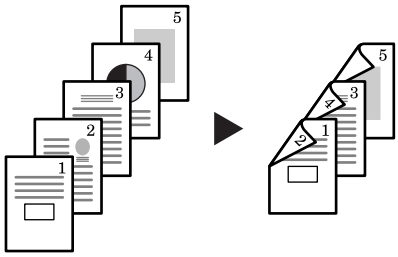
Copies are delivered to the *Output Tray*.



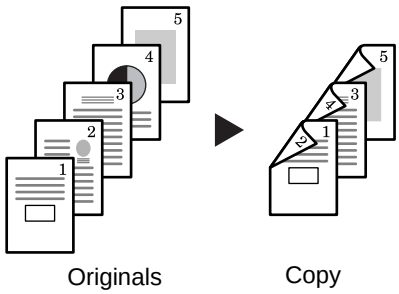
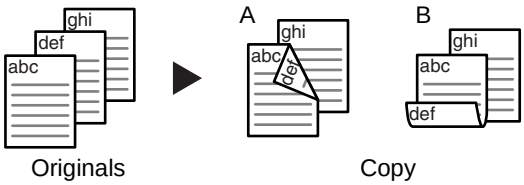
Downloaded From ManualsPrinter.com Manuals

Duplex Mode

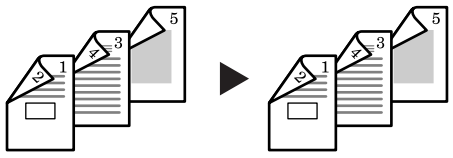
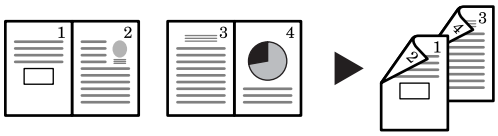
If the optional *Duplex Unit* is installed, two-sided copies can be produced from one or two sided originals.



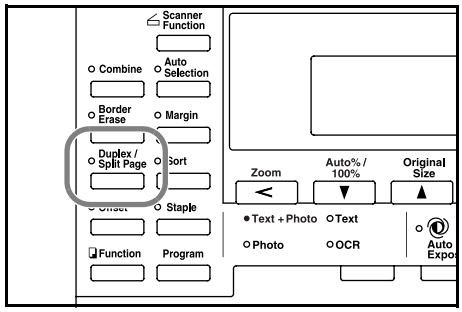
The following *Duplex Modes* are available:

Mode	Description
1 sided → 2 sided	Two-sided copies are produced from one-sided originals. If there is an odd number of originals, the back of the last copy page is blank.  Originals Copy The following *Saddle Stitch Direction* options are available: • Left Side → Binding edge at left of copies: The images for the second side are copied without rotation. Copies can be bound on the left and the images are in the correct orientation...A • Top Side → Binding edge at top of copies: The images for the second side are rotated 180 degrees. Copies can be bound at the top and the images are in the correct orientation...B  Originals Copy

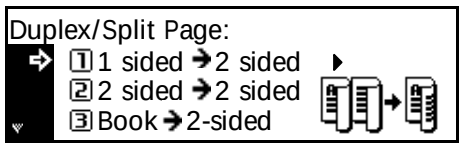
Downloaded From ManualsPrinter.com Manuals

Mode	Description
2 sided → 2 sided	Two-sided output is produced from two-sided originals.  Originals Copy **NOTE:** The paper sizes that can be used are A3 to A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 11" (Letter), 11 × 8 1/2", 5 1/2 × 8 1/2" (Statement), and 8 1/2 × 13" (Oficio II).
Book → 2 sided	Two-sided output is produced from a double-page spread original, for example a magazine or book.  Original Copy **NOTE:** The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger) and 8 1/2 × 11" (Letter). The paper sizes are limited to 11 × 8 1/2" for inch specifications and A4 and B5 for metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

1 Position the original and press **[Duplex/Split Page]**.

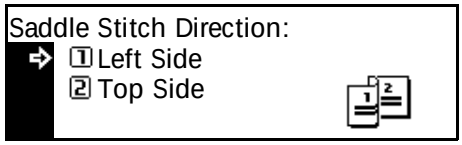


2 Press ▲ or ▼ to select the *Duplex Mode* required and press **[Enter]**.



Downloaded From ManualsPrinter.com Manuals

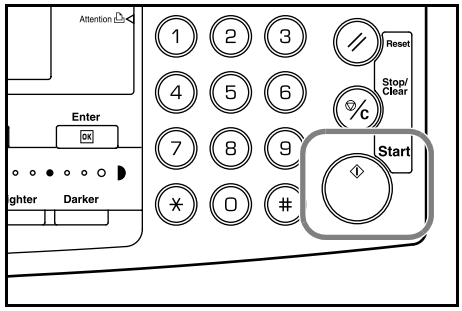
If **[1 sided → 2 sided]** is selected, press ▲ or ▼ to select the *Saddle Stitch Direction* required and press **[Enter]**.



3 Press **[Start]**.

If using the optional *Document Processor*, copying completes automatically.

If using the platen, a message displays when the next original is required. Position the next original and press **[Start]**.

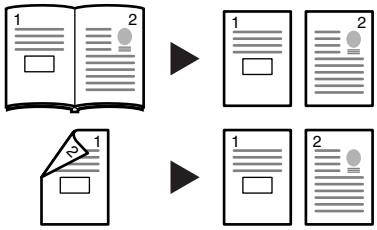


When all originals have been scanned, press **[Enter]**.

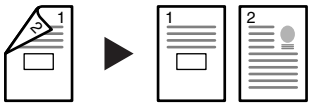
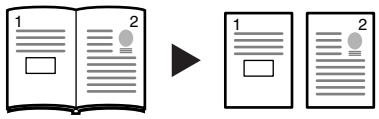
Downloaded From ManualsPrinter.com Manuals

Split Mode

Use this mode to produce one-sided copies from two-sided or double-page spread originals, for example a magazine or book.



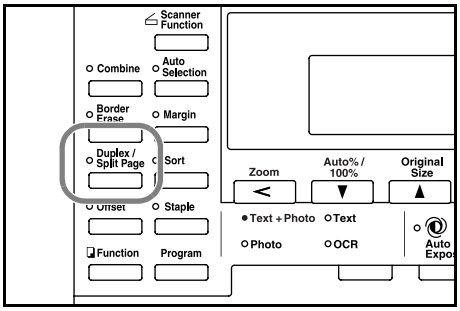
The following *Split Modes* are available:

Mode	Description
2 sided → 1 sided	One-sided copies are produced from two-sided originals.  Original Copy The following *Original Stitch Side* options are available: • *Left Side* → Binding edge at left of originals: The images on the second side of the originals are copied without rotation to ensure correct image orientation on output copies. • *Top Side* → Binding edge at top of originals: The images on the second side of the originals are rotated 180 degrees to ensure correct orientation on output copies.
Book → 1 sided	One-sided copies are produced from a double-page spread original, for example a magazine or book.  **NOTE:** The original sizes that can be used are A3, B4, A4R, B5R, A5R, 11 × 17" (Ledger) and 8 1/2 × 11" (Letter). The paper sizes are limited to 11 × 8 1/2" for inch specifications and A4, and B5 for metric specifications. The paper size can be changed and the zoom ratio adjusted to fit the size of the paper.

Downloaded From ManualsPrinter.com Manuals

1 Position the original and press **[Duplex/Split Page]**.

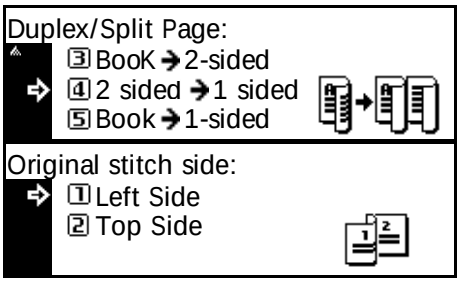
If copying from a double-page spread original, place the original face-down on the platen. Align the original flush up against the left rear corner of the *Platen*.



NOTE: Use the *Original Size Indicator* plates located along the top and left edges of the platen to ensure the original is positioned correctly.

2 Press ▲ or ▼ to select the *Split Mode* required and press **[Enter]**.

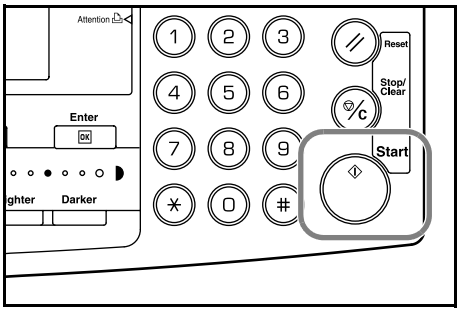
If **[2 sided → 1 sided]** is selected, press ▲ or ▼ to select the *Original Stitch Side* option required and press **[Enter]**.



3 Press **[Start]**.

If using the optional *Document Processor*, copying completes automatically.

If using the platen, a message displays when the next original is required. Position the next original and press **[Start]**.



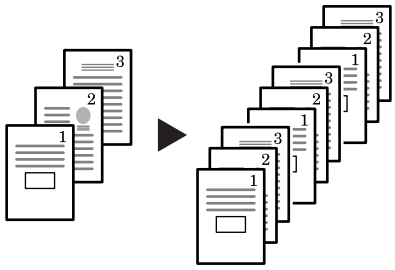
When all originals have been scanned, press **[Enter]**.

Downloaded From ManualsPrinter.com Manuals

Sort Mode

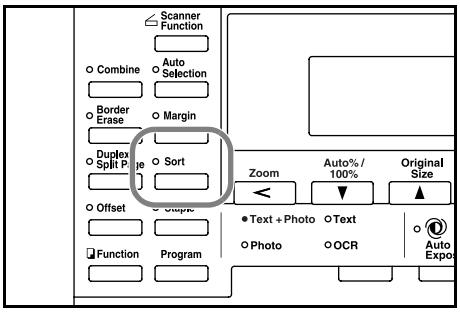
Multiple originals can be scanned into memory in a single operation and the required number of copy sets created.

The maximum number of originals which can be scanned depends on the machine's available memory.



NOTE: If the optional *Document Processor* is installed, *Sort* mode can be set as default. For details refer to *Chapter 3*, *Advanced Operation Guide*.

1 Position the original and press **[Sort].**

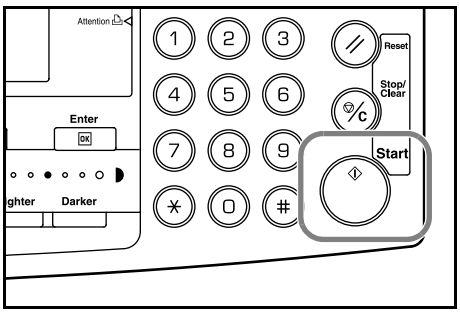


2 Use the keypad to enter the number of copies required.

3 Press **[Start]**.

If using the optional *Document Processor*, copying completes automatically.

If using the platen, a message displays when the next original is required. Position the next original and press **[Start]**.



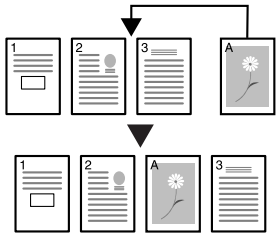
When all originals have been scanned, press **[Enter]**.

Downloaded From ManualsPrinter.com Manuals

Interrupt Mode

Interrupt Mode can be used to stop copying or printing temporarily to run a more urgent job.

After the urgent job is complete, the interrupted job can be resumed.



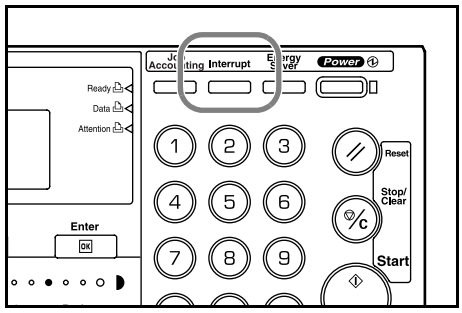
The following *Interrupt Modes* are available:

Mode	Description
Interrupt Copy	• This mode can be used to interrupt a copy job which is currently scanning to make copies of a different original using different settings. After the interrupt job completes, the previous job settings return and the interrupted job is resumed. • This mode can also be used to interrupt copy output to make a copy of another job. After the interrupt copy has been produced, the interrupted job is resumed.
Priority Output	This mode can be used to interrupt output of a job to print an urgent print or received fax job. After the urgent job completes, the interrupted job is resumed. **NOTE:** To use the fax functions, the optional *Fax Kit* must be installed.

Interrupting Copying

1 Press **[Interrupt]**.

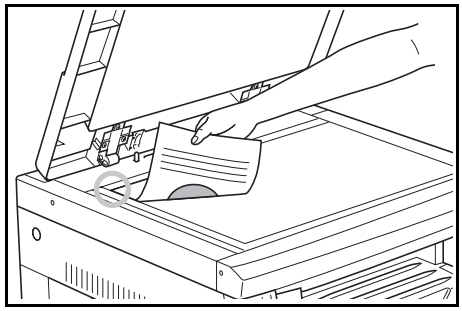
An *Interrupt mode OK* message displays.



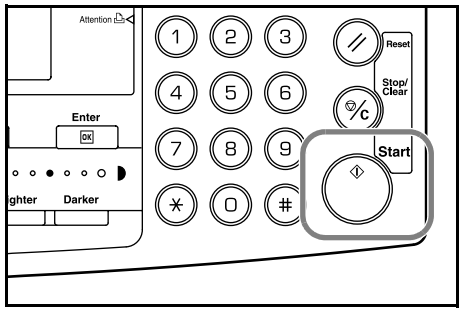
2 Remove and store the original for the current copying job.

Downloaded From ManualsPrinter.com Manuals

3 Position the original for the interrupt job.



4 Select the functions required for the interrupt job and press **[Start]**.



5 When the interrupt job completes remove the original and press **[Interrupt]**.

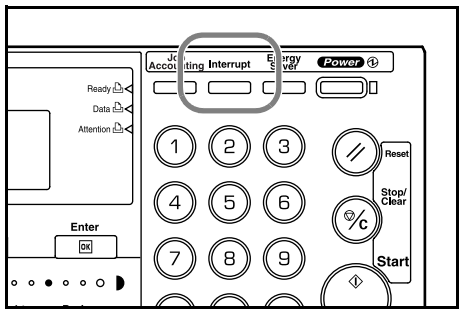
The settings for the interrupted job are restored.

6 Position the previous original and press **[Start]** to resume copying.

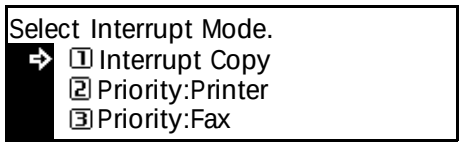
Interrupting Printing or Fax

1 Press **[Interrupt]** when the machine is printing.

Select Interrupt mode displays.



2 Press ▲ or ▼ to select the *Interrupt Mode* required and press **[Enter]**.



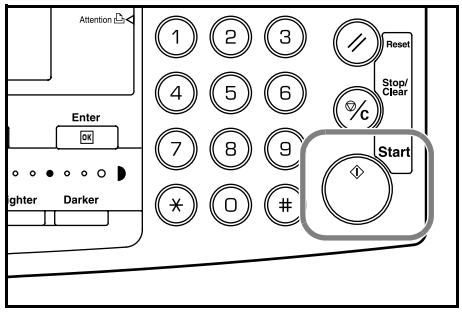
The options available depend on the data received by the machine. If print data is received the *Priority:Printer* option displays. If fax data is received the *Priority:Fax* option displays.

NOTE: If no data is received, there are no options available and the machine assumes you are performing a copying job.

Downloaded From ManualsPrinter.com Manuals

3 If *Priority:Printer* or *Priority:Fax* is selected the output prints automatically.

To perform a copying job, position the original, select the functions required and press **[Start]**.



4 When the interrupt job completes, press **[Interrupt]**.

The interrupted job resumes.

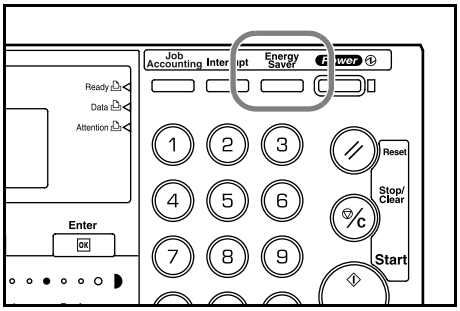
Downloaded From ManualsPrinter.com Manuals

Low Power Mode

Energy Saver

1 Press **[Energy Saver]** to place the machine into an energy-saving state.

Only the *Energy Saver* indicator, *Power* indicator, and the *Main Power* indicator remain lit on the operation panel.



2 Press **[Energy Saver]** again to resume copying operations. The recovery time before copies can be made is 10 seconds.

NOTE: In *Low Power* mode, if the machine receives print or fax data it will automatically engage and output the data.

Auto Low Power

The *Auto Low Power* function automatically puts this machine into the lower power mode if no operation has been performed on the machine for a preset period of time. The factory default setting time is 15 minutes.

Auto Low Power mode automatically puts the machine into an energy-saving state if no operation has been performed for a preset period of time. The factory default setting is 15 minutes. Time that can be set:

- Inch Specification — 1 to 240 minutes (in 1 minute increments)
- Metric Specification — 1 to 120 minutes (in 1 minute increments)

NOTE: It is possible to set the amount of time before *Low Power* mode engages. For details, refer to *Chapter 3*, *Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

Auto Sleep Mode

Auto Sleep mode puts the machine into a state of sleep if no operation has been performed for a preset period of time. The factory default setting is 30 minutes (16 and 20 ppm models) and 45 minutes (25 ppm model).

Time that can be set:

- Inch Specification — 1 to 240 minutes (in 1 minute increments)
- Metric Specification — 1 to 120 minutes (in 1 minute increments)

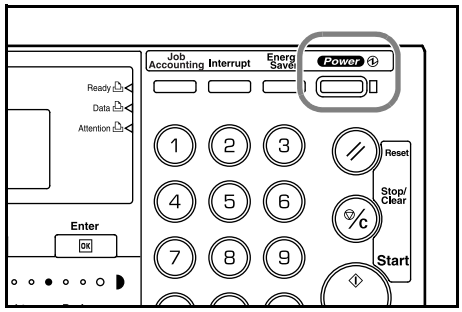
NOTE: It is possible to set the amount of time before *Auto Sleep* mode engages. For details, refer to *Chapter 3*, *Advanced Operation Guide*.

It is possible to engage *Auto Sleep* mode manually:

1 Press **[Power]**. *Auto Sleep* mode engages immediately.

Only the *Main Power* indicator is lit, all other indicators are off.

Consumed power is this mode is less than in *Low Power* mode



2 To enable copying again, press **[Power]**. Power is restored within approximately 20 seconds.

NOTE: In *Auto Sleep* mode, if the machine receives print or fax data it will automatically engage and output the data.

Downloaded From ManualsPrinter.com Manuals

Basic Printing Procedure

Ensure the machine's printer and network cables and the power cord are connected correctly.

Installing the Printer Driver

To use the printer function of your machine, the printer driver software must be installed in your computer. For information on how to install the printer driver software, refer to the *KX Printer Drivers Operation Guide.*

Printing from Application Software

The steps required to print a document created with an application are explained below. You can select the printing *Paper Size* and *Output Destination*.

NOTE: The following procedure explains how to print from Microsoft Word as an example. Steps may vary if using a different application.

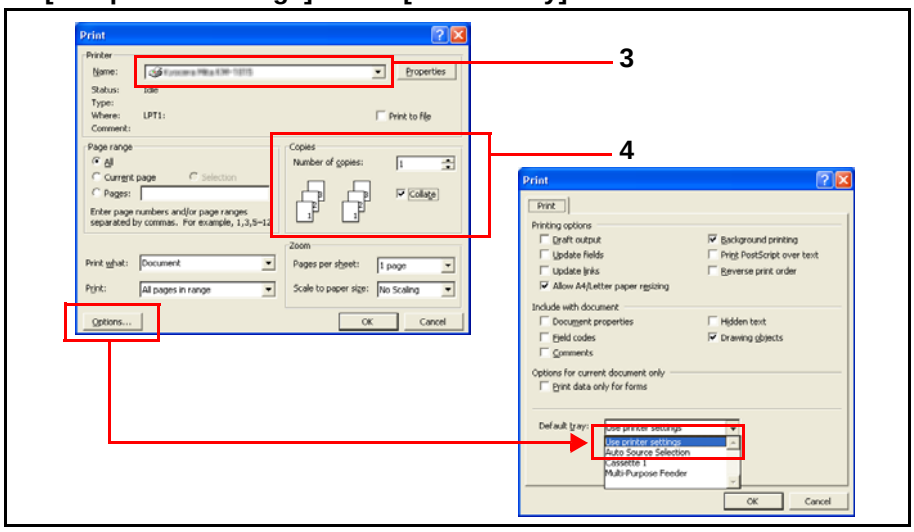
1. Load the paper required into the paper cassette.

2. From the application *File* menu, select **[Print]**. The *Print* dialog box displays.

3. Click the drop down list of printer names. All the printers installed in Windows are listed. Click the name of the machine.

4. Use **[Number of copies]** to enter the number of prints required. Up to 999 copies can be entered. When printing 2 or more copies, click to add a check mark (✓) in the **[Collate]** check box for collated sets.

   For Microsoft Word, we recommend that you click **[Options]** and specify **[Use printer settings]** for the **[Default tray]**.



Downloaded From ManualsPrinter.com Manuals

5 To start printing, click **[OK]**.

NOTE: For information on how to use the printer driver software, refer to the *KX Printer Driver Operation Guide.*

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

4 Optional Equipment

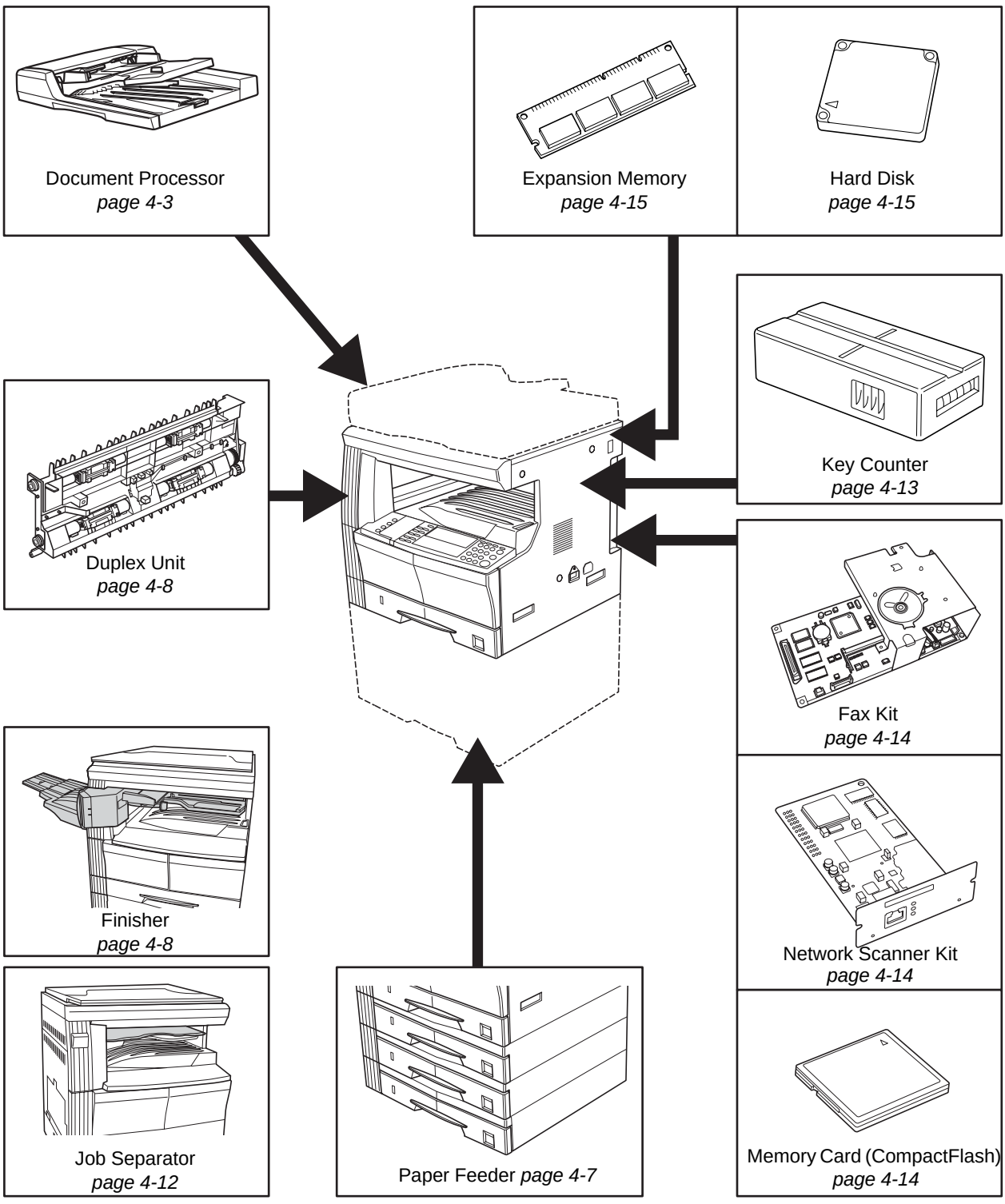
The following optional equipment is available for use with your machine

- Optional Equipment Overview 4-2
- Document Processor 4-3
- Paper Feeder 4-7
- Duplex Unit 4-8
- Finisher 4-8
- Job Separator 4-12
- Key Counter 4-13
- Fax Kit 4-14
- Network Scanner Kit 4-14
- Memory Card (CompactFlash) 4-14
- Hard Disk 4-15
- Expansion Memory 4-15

Downloaded From ManualsPrinter.com Manuals

Optional Equipment Overview

The following optional equipment is available for use with your machine.

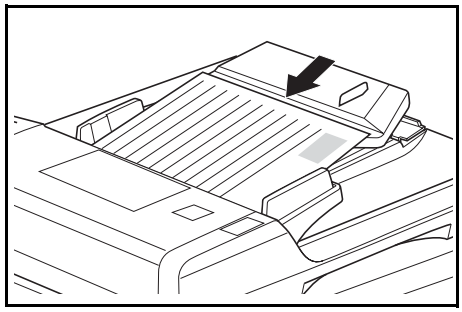


Downloaded From ManualsPrinter.com Manuals

Document Processor

Automatically feeds and scans multiple originals one by one.

Two-sided originals are automatically turned to enable both sides to be scanned.



Acceptable Originals

- Use sheet originals only
- Paper weight:
  - One-sided originals: 45 to 160 g/m²
  - Two-sided originals: 50 to 120 g/m²
- Paper sizes: A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement).
- Maximum capacity: 50 sheets (50 to 80 g/m²) at one time. 30 sheets for *Auto Selection* mode.

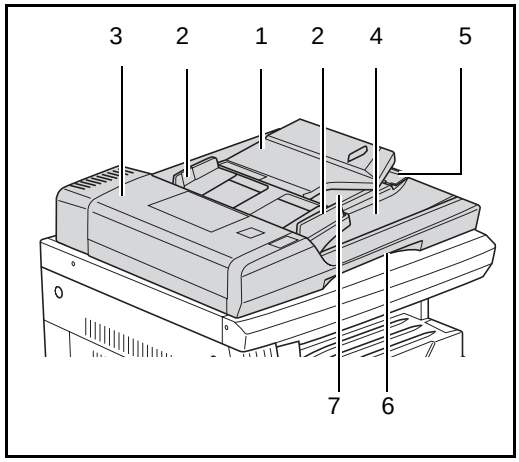
Notes on Acceptable Documents

Do not use the following originals in the *Document Processor*. In addition, originals with punched holes or perforations should be loaded with the hole punched or perforated edge facing away from the direction of insertion into the *Document Processor*.

- OHP and other transparency films.
- Soft originals, for example carbon or vinyl paper, or other originals that are curled, wrinkled or creased.
- Irregularly shaped originals, wet originals, or originals that contain adhesive tape or glue.
- Originals bound with clips or staples. If using these originals, to avoid jams remove the clips or staples and straighten any curls, wrinkles or creases, before loading in the *Document Processor*.
- Originals with cut-out sections or that have a slippery surface on either side.
- Originals on which any correction fluid is still wet.
- Originals with strong folds. If using these originals, smooth out the folds before loading in the *Document Processor*. Failure to do so may result in the originals becoming jammed.
- Curled originals. If using these originals, smooth out the curled portions before loading them in the *Document Processor*.

Downloaded From ManualsPrinter.com Manuals

Names of Parts



1 **Original Table —** Place originals to be copied on this table.

2 **Original Insert Guides —** Align these guides to fit the width of the originals to be copied.

3 **Left Cover —** Open this cover if an original jam occurs.

4 **Original Eject Table —** Originals that have been copied are ejected and stored here.

5 **Ejection Extension —** Open this extension when using larger sized originals such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal).

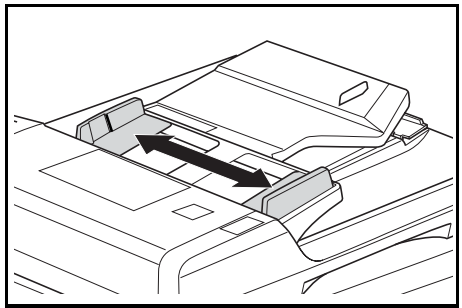
6 **Document Processor Release Grip —** Hold this grip to open or close the *Document Processor*.

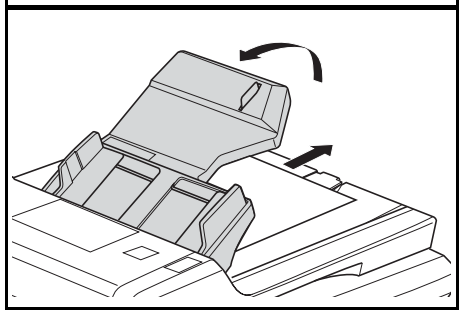
7 **Ejection Tray —** Two-sided originals will be temporarily ejected here.

IMPORTANT: Ensure the Document Processor is closed whenever transporting the machine.

Placing Originals in the Document Processor

1 Adjust the original insert guides to fit the width of the original(s).



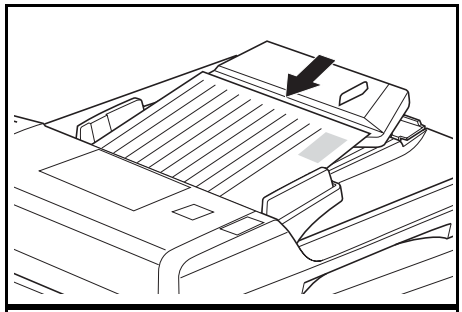


IMPORTANT: To prevent jams, remove any originals remaining on the *Original Eject Table* and fan the originals to separate the sheets before loading them.

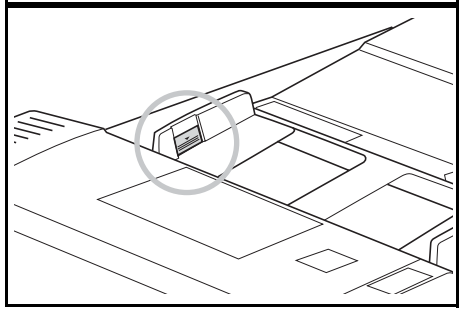
When setting multiple originals at one time, use originals of the same size. It is, possible to use different size originals of the same width (for example, 11 × 17" (Ledger) and 11 × 8 1/2" or A4 and A3) at the same time in the auto selection mode. Refer to *Chapter 1*, *Advanced Operation Guide*.

Downloaded From ManualsPrinter.com Manuals

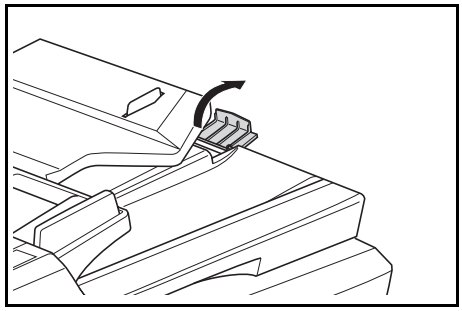
2 Arrange the originals in order and place face up on the *Original Table*. Slide the leading edge of the originals into the *Document Processor,* as far as they will go.



IMPORTANT: To avoid jams, ensure originals do not exceed the level indicator on the inside of the rear insert guide.



3 To ensure originals delivered to the Eject Table do not fall out, open the Ejection Extension when using larger sized originals such as A3, B4, 11 × 17" (Ledger), and 8 1/2 × 14" (Legal).

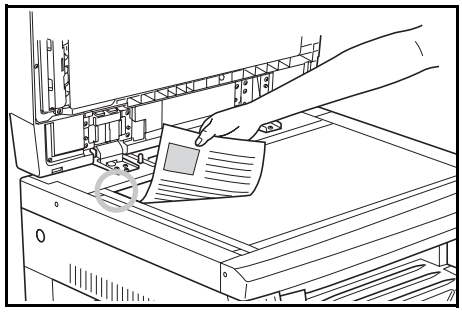


IMPORTANT: When copying 2-sided originals, the originals are temporarily ejected onto the *Ejection Tray* in order to turn them over. Do not touch them at this point. Any attempt to remove them may cause the originals to jam.

Downloaded From ManualsPrinter.com Manuals

Placing Originals on the Platen

When copying from an original which cannot be loaded in the *Document Processor* (for example books, magazines, objects, etc.), lift open the *Document Processor* and place the original directly on to the *Platen*.



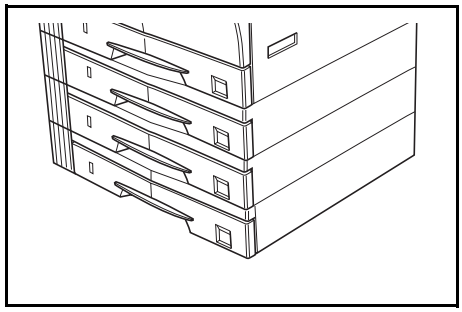
NOTE: Ensure there are no originals left on the *Document Processor* before lifting it open. They may fall off when the *Document Processor* is opened.
Shadows may appear around the edges and up the middle of copies made from open-faced originals such as books.

IMPORTANT: Do not put undue pressure on the platen when closing the *Document Processor*

WARNING: Do not leave the *Document Processor* open as there is a danger of personal injury.

Downloaded From ManualsPrinter.com Manuals

Paper Feeder



A *Paper Feeder* with additional cassettes can be added below the standard cassette(s).

- Cassette capacity: 300 sheets of standard paper (64 to 105 g/m²).
- Paper sizes: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), and 8 1/2 × 13" (Oficio II).

NOTE: Up to three cassettes can be added for the 16 ppm model, and up to two cassettes can be added for the 20 ppm and 25 ppm models.

The procedure for loading paper is the same as for the standard cassette(s). For further information refer to *Loading Paper, on page 2-2.*

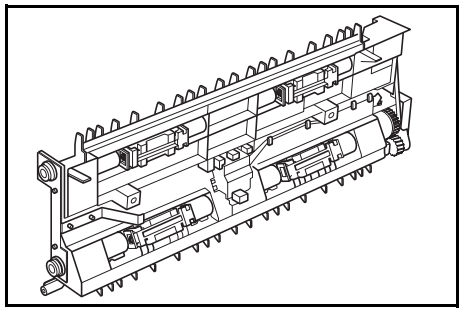
The left covers are provided to allow paper to be removed when a paper jam occurs.

IMPORTANT: If the *Paper Feeder* is installed, always detach it before attempting to pick up or transport the machine.

Downloaded From ManualsPrinter.com Manuals

Duplex Unit

Two-sided copies can be made if the duplex unit is installed. Two-sided copies of sizes from A3 to A5R, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement) can be made.



Finisher

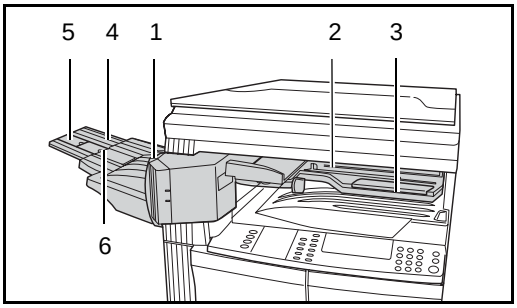
The *Finisher* holds a large quantity of copies and can sort multiple copy sets by offsetting each set. It can also staple collated copy sets.

The *Finisher* specifications are as follows:

Tray Capacity and Paper Sizes	
Non-stapling	500 sheets (A4, 11 × 8 1/2", B5) 250 sheets (A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II))
Stapling (80 g/m² or less)	For stapling 2 to 4 sheets: 130 sheets For stapling 5 sheets +: 250 sheets
Stapling Capacity	30 sheets (A4, 11 × 8 1/2", B5) 20 sheets (A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II))

Names of Parts

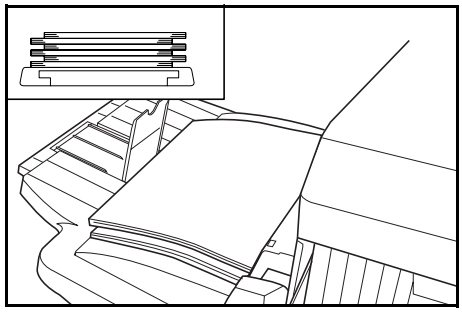
1 **Finisher Tray**
2 **Process Tray**
3 **Process Tray Extension**
4 **Finisher Tray Extension**
5 **Paper Output Guide 1**
6 **Paper Output Guide 2**



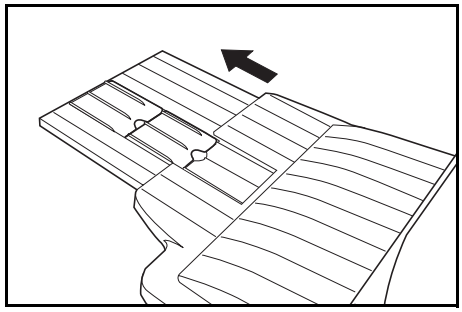
Downloaded From ManualsPrinter.com Manuals

Using the Finisher

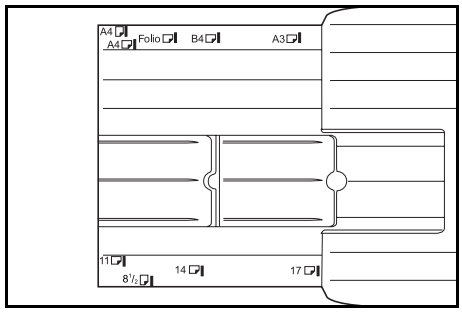
Sorted copies are output to the *Finisher Tray* offset.



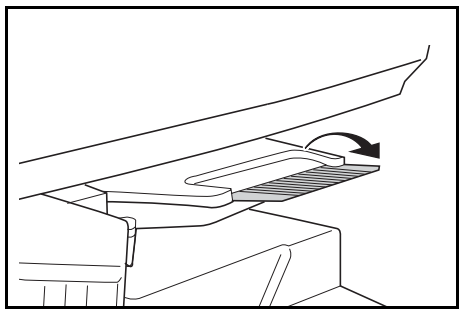
Adjust the *Finisher Tray Extension* to accommodate the size of paper.



Paper sizes are marked on the *Finisher Tray Extension*. Open *Paper Output Guide 1* or *2,* depending on the paper size.



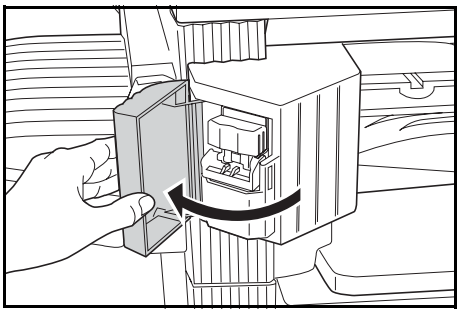
When stapling large paper such as A3, B4, 11 × 17" (Ledger) and 8 1/2 × 14" (Legal), open the *Process Tray Extension*.



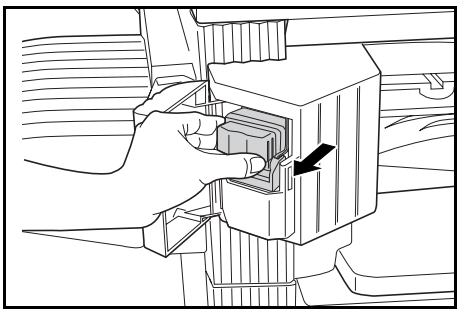
Downloaded From ManualsPrinter.com Manuals

Adding Staples

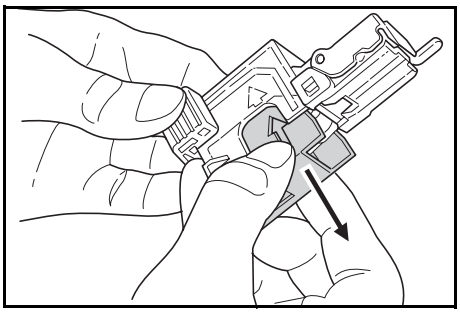
1 Open the *Stapler Front Cover*.



2 Pull out the *Staple Holder*.

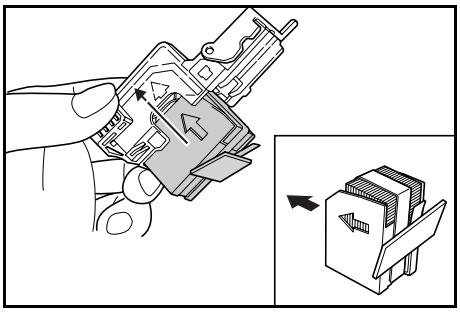


3 Remove the empty staple cartridge from the staple holder.

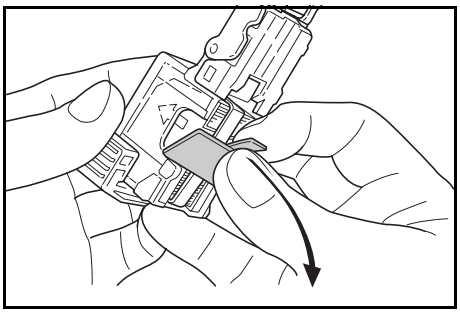


4 Insert the new staple cartridge into the holder.

The arrow on the staple cartridge indicates the correct insertion direction.

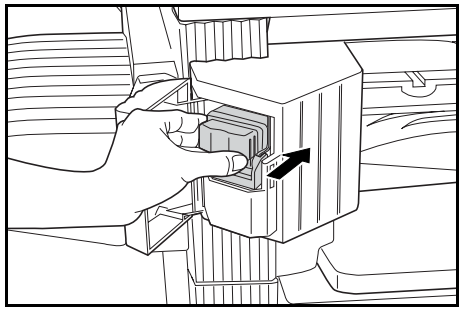


Push the staple cartridge right into the holder and pull the paper tape from around the staple cartridge to remove it.



Downloaded From ManualsPrinter.com Manuals

5 Insert the *Staple Holder* back into the stapler unit. The holder should click into place when inserted correctly.

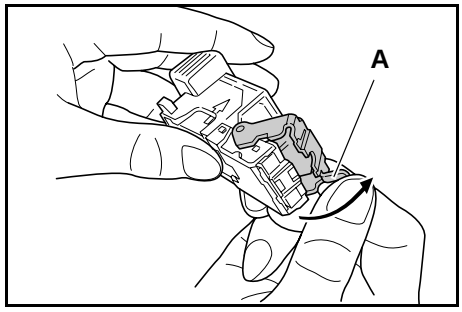


6 Close the *Stapler Front Cover*.

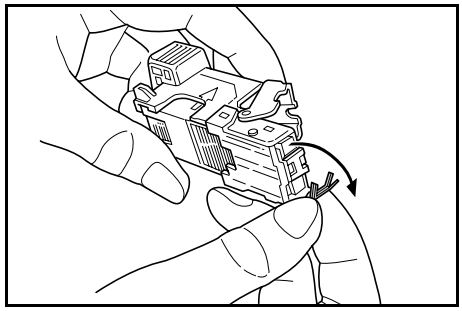
Clearing a Staple Jam

1 Remove the *Staple Holder*, refer to *Adding Staples, on page 4-10.*

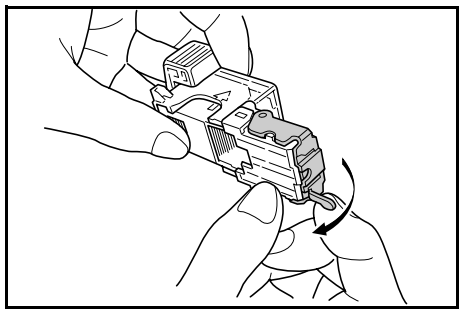
Using *Knob* ***A*** on the *Staple Holder* face plate, raise the plate.



2 Remove the jammed staple from the end where the staples are fed.

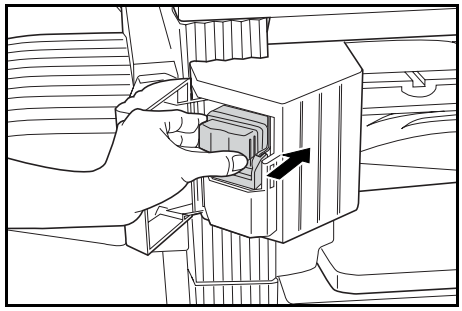


3 Lower the *Staple Holder* face plate back to its original position.



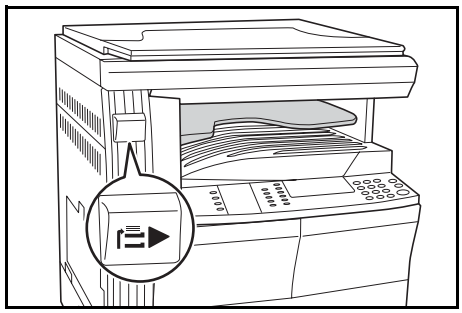
Downloaded From ManualsPrinter.com Manuals

4 Insert the *Staple Holder* back into the stapler unit and close the *Stapler Front Cover*.



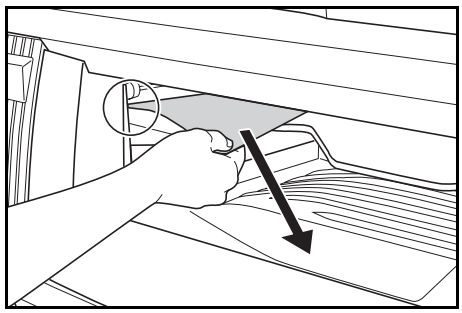
Job Separator

This unit is used to separate paper output for easy distribution. Copies are delivered to the Output Tray and prints are delivered to the Job Separator tray. The output destinations can be specified by users.



A paper indicator located on the front of the machine shows when paper is on the *Job Separator* tray.

To deliver output to the *Job Separator* tray, change the Machine Default settings for copies and the Paper Settings for prints. For details, refer to *Chapters 2 and 3*, *Advanced Operation Guide*,



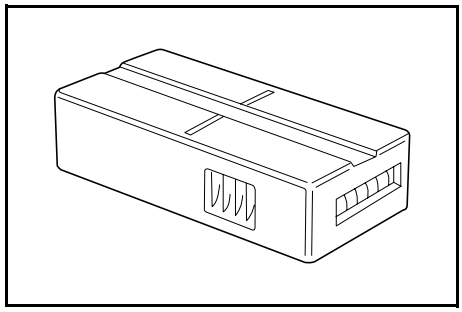
Remove paper from the *Job Separator* tray at an angle to avoid damaging the output.

NOTE: Excessive curl on the paper can cause paper jams in the output areas. If output is curled or stacked unevenly, turn over the paper in the cassette.

Downloaded From ManualsPrinter.com Manuals

Key Counter

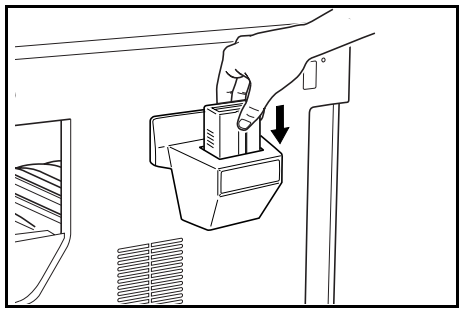
The *Key Counter* option is used to monitor the amount of copier usage. It can track copier usage for each department, section and for the overall company.



Inserting the Key Counter

Insert Key Counter displays if the *Key Counter* option is installed and the *Key Counter* is not inserted.

Insert the *Key Counter* into the key counter slot, ensuring it is secure.



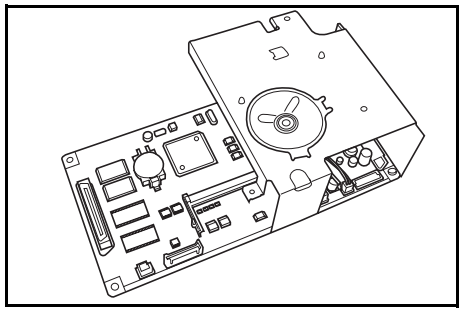
NOTE: When the *Key Counter* function is installed, copies can only be made when the *Key Counter* is secured in the slot.

Downloaded From ManualsPrinter.com Manuals

Fax Kit

Installing the *Fax* kit on the machine enables the facsimile function. If the optional *Network Scanner* kit is also installed, the machine can be used as a network fax which enables data to be transmitted and received via a computer.

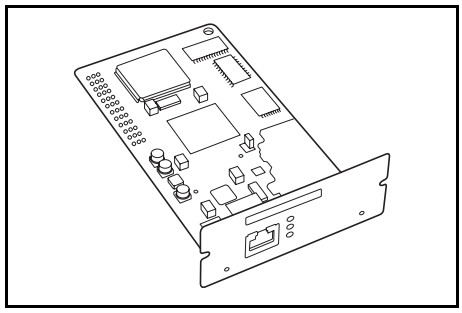
For details, refer to the *Operation Guide* for the *Fax* kit.



Network Scanner Kit

If the *Network Scanner* kit is installed the machine can be used for network scanning,

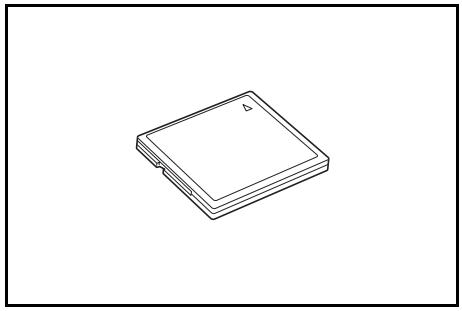
For details, refer to the *Operation Guide* for the *Network Scanner* kit.



Memory Card (CompactFlash)

The *Memory Card* is a microchip card to which optional fonts, macros, and forms can be written.

Insert the *Memory Card* into the memory card slot located on the right side of the machine.



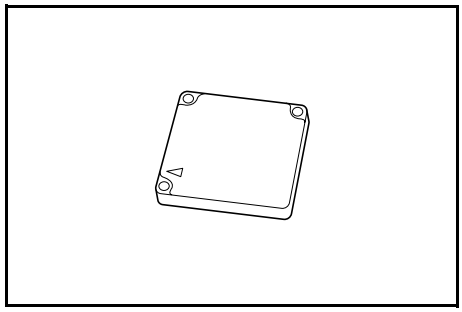
Downloaded From ManualsPrinter.com Manuals

Hard Disk

The *Hard Disk* is used for print data storage. To use all the e-MPS functions, the *Hard Disk* must be installed.

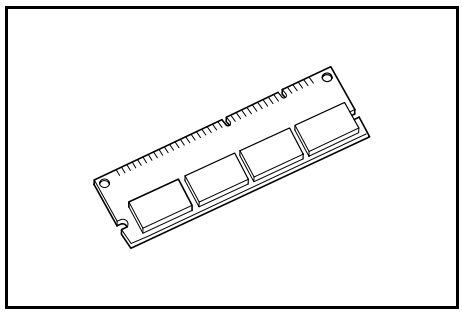
Capacity: 340 MB, 512 MB, 1 GB

For details about e-MPS functions, refer to *Chapter 2*, *Advanced Operation Guide*.



Expansion Memory

It is possible to increase the memory in your machine. Adding additional memory will increase the number of originals that can be scanned at one time. An additional 64 MB or 128 MB is effective when copying from originals with photos, due to their normally low compression ratio.



Memory Available:

- For copier: 16 MB, 32 MB, 64 MB, 128 MB
- For printer: 32 MB, 64 MB, 128 MB, 256 MB

Number of originals that can be scanned (A4 originals of 6 % coverage, *Text* + *Photo* mode):

16 MB	32 MB	64 MB	128 MB
289 sheets (179 sheets)	392 sheets (282 sheets)	597 sheets (487 sheets)	1006 sheets (896 sheets)
The values within ( ) are those for the machine with the optional *Network Scanner* kit installed.			

IMPORTANT: The expansion memory should only be installed by your dealer. We shall not be liable for any damages caused by improper installation of expansion memory.

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

5 Maintenance

This chapter explains the following topics:

- Cleaning the Machine..... 5-2
- Replacing the Toner Container and Waste Toner Box.. 5-5

Downloaded From ManualsPrinter.com Manuals

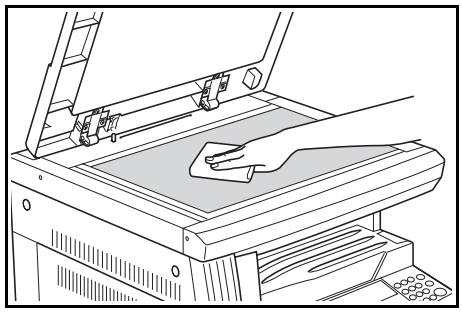
Cleaning the Machine

CAUTION: For safety purposes, always remove the power plug from the outlet when cleaning the machine.

Cleaning your machine regularly will ensure optimum copy quality.

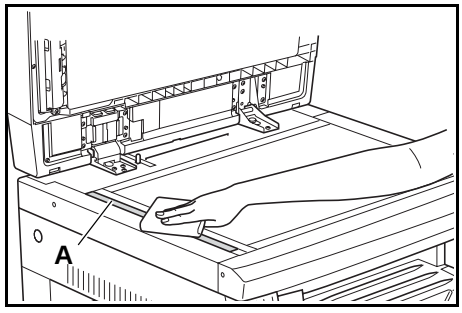
Cleaning the Platen, Original Cover and Document Processor

1 Use a soft cloth dampened with alcohol or mild detergent to clean the platen and the *Original Cover* or *Document Processor*.



IMPORTANT: Never use thinner or other organic solvents to clean the original cover or Document Processor.

2 If copies appear soiled while using the optional *Document Processor*, e.g. black lines appear on the copy image, the slit glass is probably dirty. Clean the slit glass with a dry soft cloth, or one dampened with alcohol.

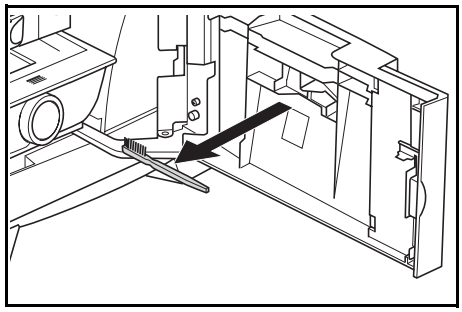


IMPORTANT: Never use water, thinner or other organic solvents to clean the slit glass.

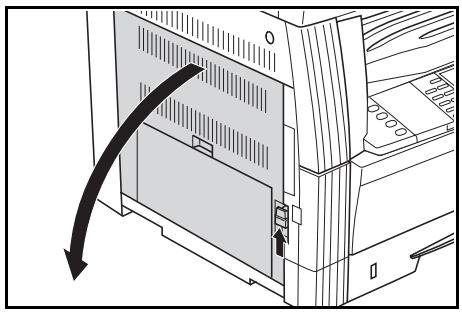
Downloaded From ManualsPrinter.com Manuals

Cleaning the Separation Needles

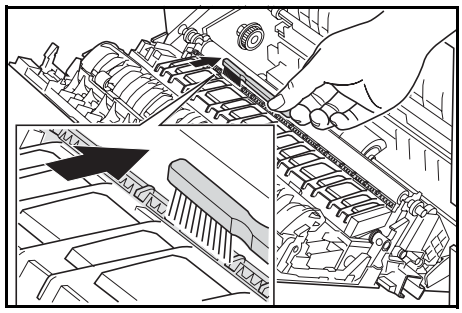
1 Open the *Front Cover* and remove the cleaning brush.



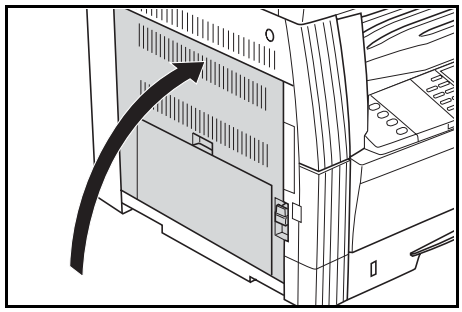
2 Pull up the *Left Cover* handle and open the cover.



3 Remove any dirt or dust from the separation needles by moving the brush from left to right along the needle, as shown in the illustration.



4 Close the *Left Cover*.

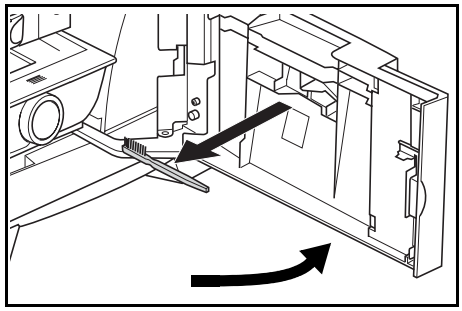


Downloaded From ManualsPrinter.com Manuals

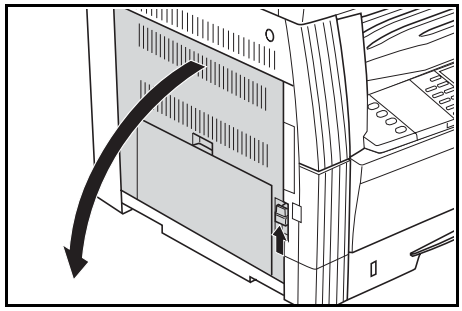
Cleaning the Transfer Roller

This task should be carried out at least once a month.

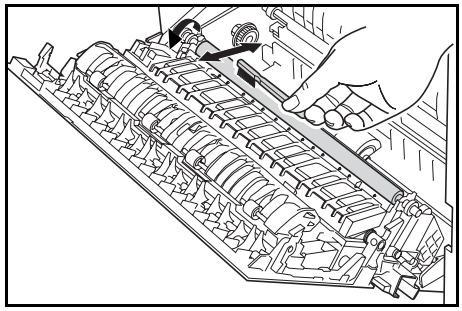
1 Open the *Front Cover* and remove the cleaning brush.



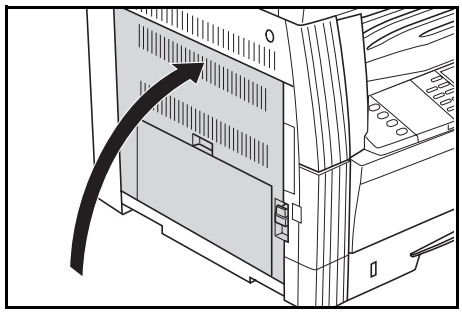
2 Pull up the *Left Cover* handle and open the cover.



3 Whilst turning the left transfer roller gear, as shown in the illustration, move the brush from left to right along the roller to remove any dirt or dust.



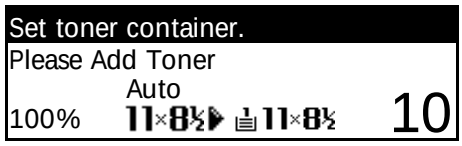
4 Close the *Left Cover*.



Downloaded From ManualsPrinter.com Manuals

Replacing the Toner Container and Waste Toner Box

If *Unable to Copy. Please Add Toner* displays, replace the *Toner Container* and *Waste Toner Box.*



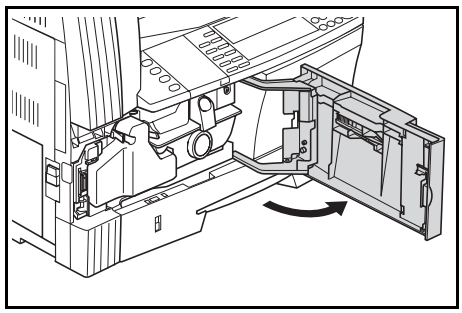
Only add toner when this message displays.

Also, perform the appropriate cleaning operation whenever the *Toner Container* and *Waste Toner Box* are replaced.

CAUTION: Do not attempt to incinerate the Toner Container. Dangerous sparks may cause burns.

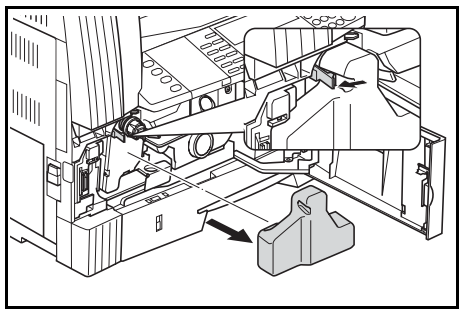
Do not attempt to force open or destroy the Toner Container.

1 Open the *Front Cover*.



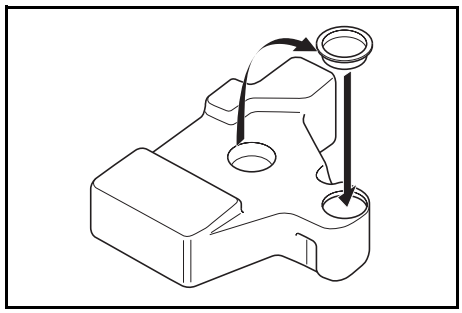
2 Whilst pushing the *Waste Toner Box* holder to the left, remove the *Waste Toner Box*.

IMPORTANT: Do not invert the old waste toner box.



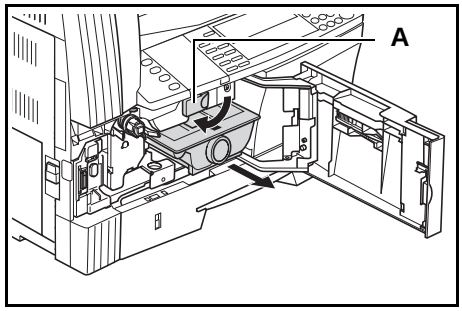
WARNING: High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

3 Use the cap attached to the center of the used *Waste Toner Box* to cover the opening and stop the toner spilling out.

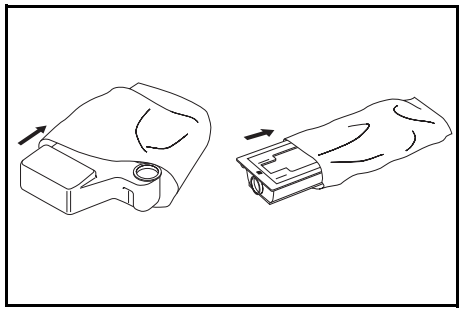


Downloaded From ManualsPrinter.com Manuals

4 Turn the *Toner Container Release Lever* (A) to the left and pull out the *Toner Container*.



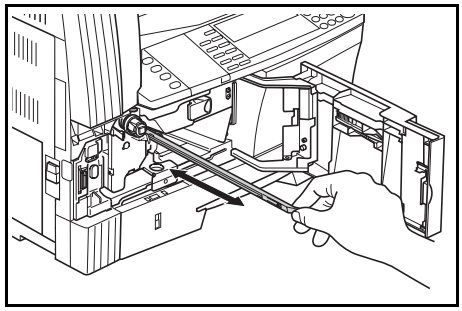
5 Place the used *Toner Container* and the used *Waste Toner Box* in the plastic bags provided for disposal.



6 Hold the charger cleaner rod and gently pull it out as far as it will go, then push it back in again.

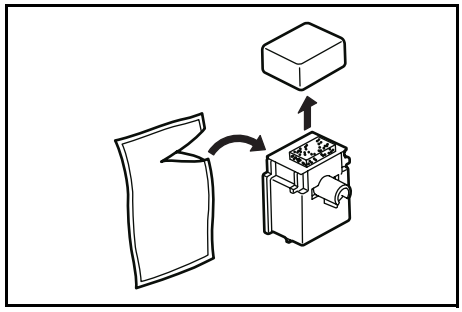
Repeat this operation two or three times.

IMPORTANT: Do not use excessive force to pull out the rod or attempt to pull it out completely.



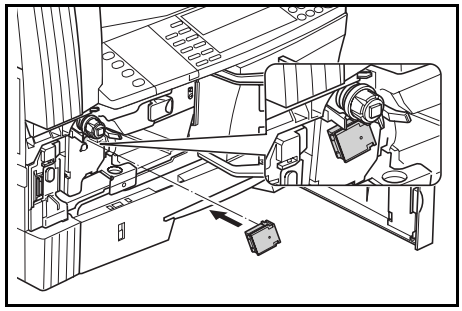
NOTE: To ensure best copy quality, it is recommended this cleaning task is performed at least once a month.

7 Remove the *Grid Cleaner* from its packaging and remove the cap.

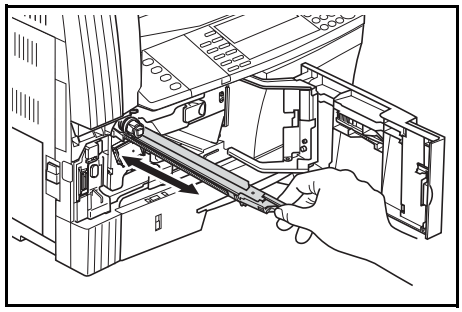


Downloaded From ManualsPrinter.com Manuals

8 Fit the *Grid Cleaner* to the notch and install it into the machine.

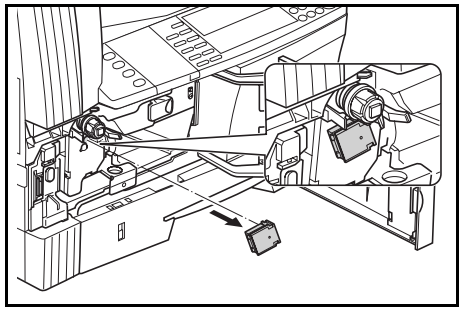


9 Pull out the *Electrical Charge Section* as far as it will go, then push it in again after moving it back and forth several times.

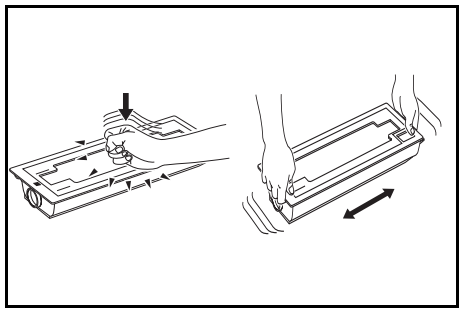


10 Remove the *Grid Cleaner* and close the cap.

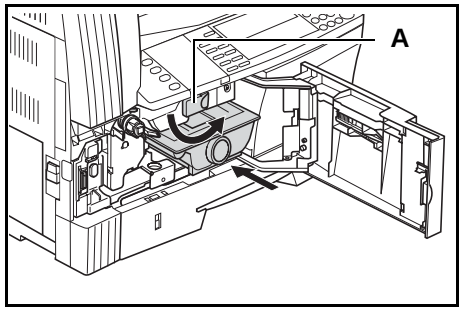
IMPORTANT: After using the *Grid Cleaner* to clean the electrical charge section, wait 5 minutes before using the machine.



11 Tap on the upper part of the new Toner Container several times and then shake the container horizontally approximately 10 times to distribute the toner evenly.

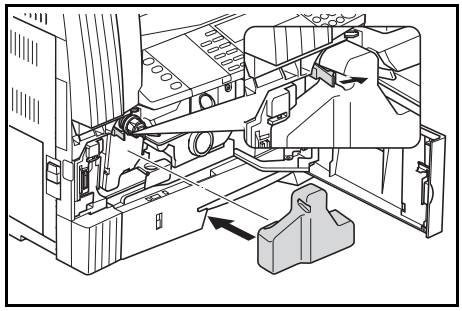


12 Install the new *Toner Container* and turn the *Toner Container Release Lever* (A) to the right.

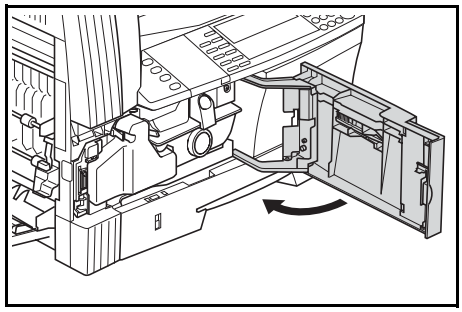


Downloaded From ManualsPrinter.com Manuals

13 Install the new *Waste Toner Box*.



14 Close the *Front Cover*.



NOTE: After use, always dispose of the *Toner Container* and *Waste Toner Box* in accordance with local rules and regulations.

Downloaded From ManualsPrinter.com Manuals

6 Troubleshooting

This chapter explains the following topics:

- Problem Solving 6-2
- Error Messages and Correction 6-5
- Paper Jams 6-10

Downloaded From ManualsPrinter.com Manuals

Problem Solving

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, carry out the checkpoints and procedures indicated on the following pages. If the problem persists, contact your *Service Representative* or *Authorized Service Center*.

Problem	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned on.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	*page 2-10*
No copies come out when **[Start]** is pressed.	Is there some indication of the trouble on the operation panel?	Check the appropriate response to that indication and perform the corresponding procedure.	*page 6-5*
The copies are blank.	Were the originals set correctly?	When setting originals on the *Platen*, set them face-down.	*page 3-2*
		When setting originals in the optional *Document Processor,* set them face-up.	*page 4-3*
The copies come out too light.	Is the copier in *Auto Exposure Adjustment* mode?	In order to adjust the overall exposure level, perform the *Auto Exposure Adjustment* procedure.	*Chapter 3, Advanced Operation Guide*
	Is the manual exposure mode set?	Use the *Image Quality* key to adjust the exposure level properly.	*page 3-3*
		To adjust the overall exposure, perform the relevant exposure adjustment procedure in each image quality mode.	*Chapter 3, Advanced Operation Guide*
	Is the toner evenly distributed in the toner container?	Shake the toner container horizontally approximately 10 times.	*page 5-7*
	Is the copier in *EcoPrint* mode?	Select an image quality mode other than the *EcoPrint* mode.	*Chapter 1, Advanced Operation Guide*
	Is *Add Toner* displayed?	Replace the *Toner Container*.	*page 5-5*
	Is the copy paper wet?	Replace the copy paper with new paper.	*page 2-2*
	Is the electrical charge section dirty?	Open the front cover and use the charger cleaner rod to clean the electrical charge section.	*page 5-6*

Downloaded From ManualsPrinter.com Manuals

Problem	Checkpoint	Procedure	Reference page
The copies come out too dark.	Is the copier in *Auto Exposure Adjustment* mode?	In order to adjust the overall exposure level, perform the *Auto Exposure Adjustment* procedure.	*Chapter 3, Advanced Operation Guide*
	Is the manual exposure mode set?	Use the *Image Quality* key to adjust the exposure level properly.	*page 3-3*
		To adjust the overall exposure, perform the relevant exposure adjustment procedure in each image quality mode.	*Chapter 3, Advanced Operation Guide*
A moire pattern appears on the copies (moire is when the dots appear to be grouped together in patterns).	Is the original a printed photograph?	Set the *Image Quality* mode to *Photo*.	*page 3-3*
The copies are not clear.	Did you select an image quality mode properly according to the type of the original?	Select an appropriate *Image Quality* mode.	*page 3-3*
The copies are dirty.	Is the *Platen* or the optional *Document Processor* dirty?	Clean the *Platen* and/or the optional *Document Processor*.	*page 5-2*
The copy image is skewed.	Were the originals loaded correctly?	When positioning originals on the *Platen*, align them flush up against its upper left corner.	*page 3-2*
		When placing originals in the optional *Document Processor*, align the original insert guides securely before loading the originals.	*page 4-3*
	Was the paper set correctly?	Check the width guide plate position in the cassette.	*page 2-2*
Paper jams occur often.	Is paper loaded correctly in the cassette?	Load the paper correctly.	*page 2-2*
		If finished copies are curled, turn the paper over in the cassette.	*page 2-2*
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	*page 2-2*
	Is there any jammed or loose scraps of paper remaining inside the machine?	Carry out the appropriate procedure to remove the paper.	*page 6-10*
	Does the size of the paper in the Multi-Bypass Tray match the registered size?	Make sure the size loaded in the Multi-Bypass Tray matches the registered size.	*page 2-7*

Downloaded From ManualsPrinter.com Manuals

Problem	Checkpoint	Procedure	Reference page
Black lines appear on copies when copying from the optional document processor.	Is the slit glass dirty?	Clean the slit glass.	*page 5-2*
		It is also possible to use the black line correction function to make any black lines on the copies less apparent.	*Chapter 3, Advanced Operation Guide*
Wrinkling occurs on copies.	Is the separation needle dirty?	Clean the separation needle.	*page 5-3*
Black or white vertical lines appear on copies.	Is the electrical charge section dirty?	Open the front cover and use the charger cleaner rod to clean the electrical charge section.	*page 5-7*
White spots appear on copies.	Is the transfer roller dirty?	Clean the transfer roller with the cleaning brush.	*page 5-4*
Copies are blurred. *(25 ppm model only)*	Is the machine used at high humidity?	Perform drum refresh.	*Chapter 3, Advanced Operation Guide*
Printing cannot be performed.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	*page 2-10*
	Is the main power switch turned on?	Switch on the main power (|).	*page 2-12*
	Is a proper printer cable connected securely?	Connect the printer cable securely.	*page 2-10*
	Was the printer cable connected after the machine was turned on?	After connecting the printer cable, switch on the main power (|).	*page 2-12*
	Is the machine offline? Is the *Ready* indicator off?	• Press **[Printer]** to display the *Printer Basic* screen. • Press ▲ or ▼ to select **[GO]** and press **[Enter]**. The *Ready* indicator displays.	—
Correct characters are not printed.	Is a proper printer cable connected?	Connect a shielded type printer cable.	*page 2-10*
Printing is not performed properly.	Is the setting on the computer correct?	Check the setting of the printer driver or the application software.	—

Downloaded From ManualsPrinter.com Manuals

Error Messages and Correction

When any of the following messages appear perform the procedures listed below.

Message	Procedure	Reference page
Close ## cover.	The indicated cover is open. Close all the covers securely.	—
Add paper in cassette. or Place paper in P cassette.	Paper has run out. Add paper.	*page 2-2*
Add paper in cassette. ## size (###)	Print data does not match the size or type of paper in the cassette. Replace the paper. • To change the *Paper Source*, press **[Paper Select]** to select the *Paper Source* required and press **[Enter]**. • If you press **[Printer]**, the following messages display: - *GO*: Prints onto the currently selected paper. - *CANCEL*: Stops printing. • Press ▲ or ▼ to select the option required and press **[Enter]**.	—
Set cassette. or Close paper cassette.	The cassette is not closed securely. Pull out the cassette and push it back in.	—
Check paper size.	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	—
Reposition original or change cassette. or Reposition original or select other paper cassette.	The orientation of the original is different to that of the selected paper. Change the orientation of the original. If you press **[Start]** without changing the orientation, copying will be performed at a 100 % (1:1) magnification ratio.	—
Exceed copy limit. Unable to copy	The number of copies made using your *Management Code* has reached the limit set and copying cannot be performed using that code. Use the *Department Management* mode to reset the copy count.	*Chapter 4, Advanced Operation Guide*
Set toner container.	The *Toner Container* is not installed correctly. Install the *Toner Container* correctly.	*page 5-5*
Ready to copy. Add toner	Toner remaining in the machine is low. It is only possible to copy one original at a time. Replace the *Toner Container*.	*page 5-5*

Downloaded From ManualsPrinter.com Manuals

Message	Procedure	Reference page
Unable to copy. Please Add Toner or Cannot copy. Add toner, resume copyi ng.	The *Toner Container* is empty. Replace the *Toner Container*.	*page 5-5*
Replace Waste Toner Box	The *Waste Toner Box* is full. Replace the *Waste Toner Box*.	*page 5-5*
Clean the slit glass for original fed from DP. or Clean the slit glass original fed from DP.	The *Slit Glass* is dirty. Clean the *Slit Glass* as black lines may appear when the optional *Document Processor* is used.	*page 5-2*
Call for service.	Open the *Front Cover* and then close it. If the message displays again, press **[Stop/Clear]** and check the number. Switch off the main power (O) and contact your *Service Representative* or *Authorized Service Center*.	—
Time for maintenance	Periodic maintenance is required to keep the machine in good condition. Contact your *Service Representative* or *Authorized Service Center* immediately.	—

Downloaded From ManualsPrinter.com Manuals

Message	Procedure	Reference page
Memory is full.	Copying cannot be processed as the copying memory is full, or the number of originals has reached the limit of 999 pages. • Select **[Copy Scanned Image]** to output the pages that have been scanned or select **[Cancel]** to delete scanned data. Another copying or scanning job cannot be performed until one of these options is selected. Depending on the copy setting conditions, only one set of copies may be output and this error message may display even if a multiple number of copies is specified. In this case, copying cannot be continued. • Press **[Enter]** and perform the copying operation again. If this error occurs regularly, additional memory is recommended.	—
	Printing cannot be processed because the printing memory is full. • Press **[Printer]** to display the following messages. - *GO*: Continues printing. Processed data will be output and remaining data will be printed on the next page. - *CANCEL*: Cancels printing. - *RESET*: Resets the printer board. In this case, only the printer functions will be reset. • Press ▲ or ▼ to select the option required and press **[Enter]**. **NOTE:** If the RAM disk function is used, reduce the RAM disk size. If this error occurs regularly, additional printer memory is recommended. To add printer memory, contact your *Service Representative* or *Authorized Service Center*. For details, refer to *Chapter 2*, *Advanced Operation Guide*. If the *Auto Continue* setting has been enabled, printing automatically resumes after a preset period of time.	—
Paper misfeed.	A paper jam has occurred. The location of the jam is indicated by a message, and the machine stops. Leave the main power switch on (|) and follow the appropriate procedure to remove the jammed paper.	*page 6-10*
Reset all original in DP.	Remove the originals from the optional *Document Processor*, reload the originals and restart copying.	—
Misfeed in DP. Remove original(s).	Originals have jammed in the optional *Document Processor*. Leave the main power switch on (|) and follow the appropriate procedure to remove the jammed originals.	*page 6-17*
Remove paper from Top tray. Press START key.	The *Output Tray* capacity has been exceeded during copying. There are 250 sheets in the *Output Tray*. There are 150 sheets in the *Output Tray* and the optional *Job Separator* is installed. There are 100 sheets in the *Output Tray* and the optional *Finisher* is installed. Remove the output.	—

Downloaded From ManualsPrinter.com Manuals

Message	Procedure	Reference page
Remove paper from Top tray. Press GO	The *Output Tray* capacity has been exceeded during printing. There are 250 sheets in the *Output Tray*. There are 150 sheets in the *Output Tray* and the optional *Job Separator* is installed. There are 100 sheets in the *Output Tray* and the optional *Finisher* is installed. Remove the output. • Press **[Printer]** and press ▲ or ▼ to select **[GO]**. • Press **[Enter]**. Printing will resume. • To cancel printing, select **[CANCEL]** and press **[Enter]**.	—
Remove paper from Finisher. Press START key.	There are 250 sheets in the optional *Finisher* during copying. Remove the output.	—
Remove paper from Finisher. Press GO	There are 250 sheets in the optional *Finisher* during printing. Remove the output. • Press **[Printer]** and press ▲ or ▼ to select **[GO]**. • Press **[Enter]**. Printing will resume. • To cancel printing, select **[CANCEL]** and press **[Enter]**.	—
Paper capacity exceeded. Remove paper from Job Separator.	There are already 100 sheets of paper stored on the optional job separator. Remove the output.	—
Paper misfeed in Finisher, lower Process Tray and remove paper.	Paper has jammed in the optional *Finisher*. Remove the output.	*page 6-18*
Out of Staples Please Add Staples or Stapler Empty. Add Staples.	There are no staples left in the optional *Finisher*. Add staples.	*page 4-8*
Cannot staple this size. or Cannot staple this pap. Size	Stapling of small paper, such as 5 1/2 × 8 1/2" (Statement), A5R, and B5R, is not possible.	—
System error. Main switch off / on.	This message displays when a malfunction or communication error during printer processing has occurred. • Switch off the main power (○). If the machine is printing, cancel the job from the computer. • Wait over five seconds and then switch on the main power (|). The error is cleared. If necessary, resubmit the print job.	—
RAM disk error Press GO	An error has occurred in writing to or reading from the RAM disk. • Press **[Printer]** and press ▲ or ▼ to select **[GO]** and press **[Enter]**. The error is cleared.	—

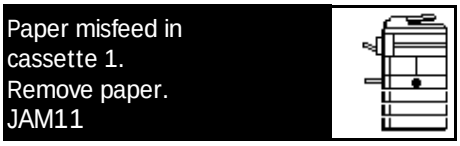
Downloaded From ManualsPrinter.com Manuals

Message	Procedure	Reference page
MemoryCard err Press GO	An error has occurred in writing to or reading from the *Memory Card*. • Press **[Printer]** and press ▲ or ▼ to select **[GO]** and press **[Enter]**. The error is cleared.	—
Memory card error Insert again.	The *Memory Card* has been removed during printer setup. Insert the *Memory Card*. **NOTE:** When inserting the *Memory Card*, switch off the main power (○).	—
Insert same memory card	The machine tried to read data from the *Memory Card* and did not recognize the *Memory Card*. Insert the *Memory Card* again. **NOTE:** When inserting the *Memory Card*, switch off the main power (○).	—
Format error Memory card	The *Memory Card* inserted in the machine must be formatted. Format the *Memory Card*.	—
Print overrun Press GO.	Printing has not been performed correctly due to insufficient memory. • Press **[Printer]** to display the following messages. - *GO*: Continues printing. Processed data will be output and remaining data will be printed on the next page. - *CANCEL*: Cancels printing. - *RESET*: Resets the printer board. In this case, only the printer functions will be reset. • Press ▲ or ▼ to select the option required and press **[Enter]**. If the *Auto Continue* setting has been enabled, printing automatically resumes after a preset period of time. After this error message displays, *Page Protect* mode is automatically enabled.	—
Interface occupied	The selected interface is currently being used. Wait for a while and retry.	—
Checksum Error	The machine has detected an error at startup. Switch off the main power and then switch on again. If the same message appears, contact your *Service Representative* or *Authorized Service Center*.	—

Downloaded From ManualsPrinter.com Manuals

Paper Jams

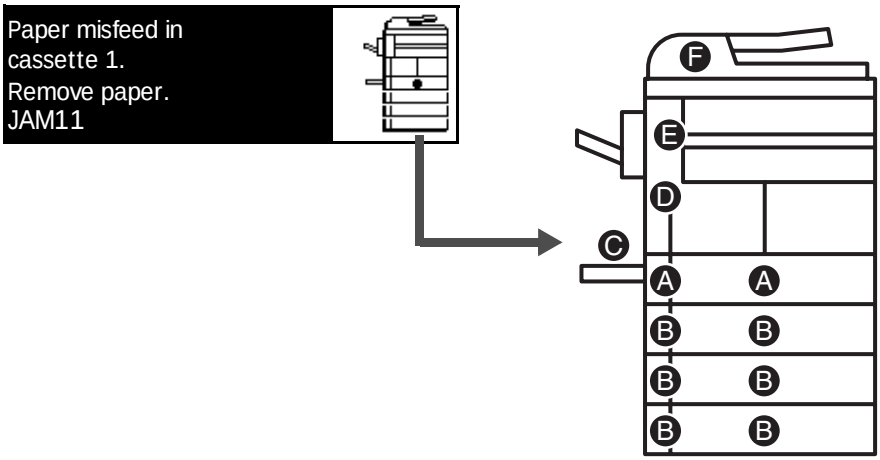
If a paper jam occurs, a message displays and copying or printing stops.



A message indicating the jammed area and instructions for clearance displays. Jam location indicators also display.

Leave the main power switch on (|) and refer to the appropriate instructions to remove the jammed paper.

Jam Location Indicators



Indicator Location	Paper Jam Location	Paper Jam Number	Reference Page
A	Paper jam inside *Cassette 1*	JAM11, JAM21	*page 6-11*
B	Paper jam inside *Cassettes 2 to 4*†	JAM12, JAM13, JAM14, JAM15, JAM16, JAM22, JAM23, JAM24	*page 6-12*
C	Paper jam in the *Multi-Bypass Tray*	JAM10, JAM20	*page 6-14*
D	Paper jam in the *Left Cover*	JAM30, JAM40, JAM41, JAM42, JAM43, JAM44, JAM45, JAM60, JAM61	*page 6-14*
E	Paper jam in the *Paper Output Slot*	JAM50, JAM52, JAM53, JAM54, JAM55, JAM56	*page 6-15*
	Paper jam in the optional *Finisher*	JAM80, JAM81, JAM83, JAM84	*page 6-18*
	Paper jam in the optional *Job Separator*	JAM51	*page 6-20*
F	Paper jam in the optional *Document Processor*	JAM70, JAM71, JAM72, JAM73, JAM74, JAM75	*page 6-17*

†For the 16 ppm model, cassettes 2 to 4 are included in the optional *Paper Feeder*. For the 20 ppm model and the 25 ppm model, cassettes 3 and 4 are included in the optional *Paper Feeder*.

Downloaded From ManualsPrinter.com Manuals

WARNING: High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

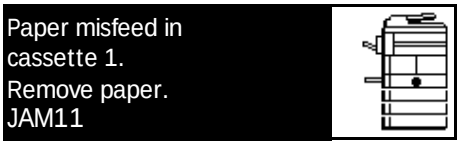
IMPORTANT: Do not reuse jammed paper.

If paper is torn during removal, be sure to remove any loose scraps of paper from inside the machine. Failure to do so could cause another paper jam later.

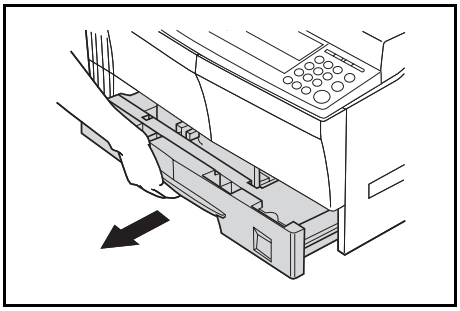
Once all jammed paper has been removed, warm-up will begin. The jam indications will disappear as well and the machine will return to the same settings as prior to the paper jam.

Cassette 1

If a jam occurs in cassette 1, perform the following procedure to remove the jammed paper.

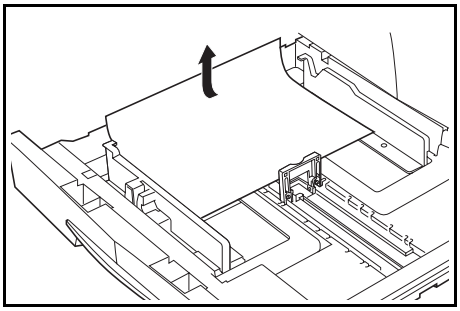


1 Pull out the cassette.



2 Remove the jammed paper.

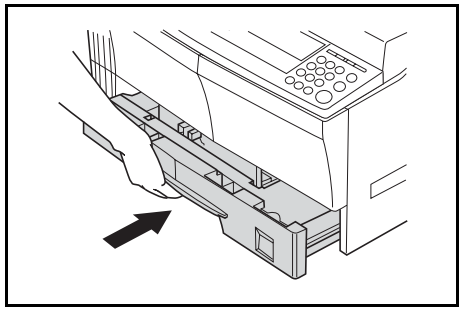
Check to see if paper is loaded correctly. If not, reload the paper.



NOTE: If the paper tears during removal, remove any loose scraps from inside the machine.

Downloaded From ManualsPrinter.com Manuals

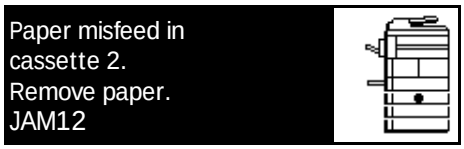
3 Push the cassette back in firmly.

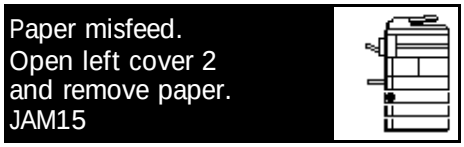


NOTE: If *JAM21* displays, remove the jammed paper. For further information refer to *Left Cover, on page 6-14.*

Cassettes 2 to 4

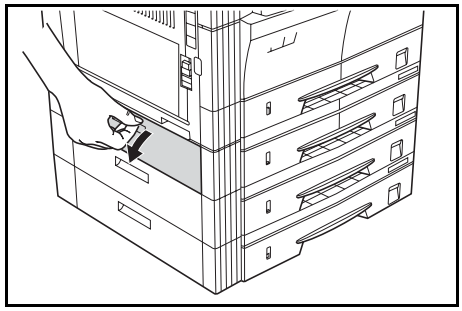
If a jam occurs in cassettes 2 to 4 or the optional *Paper Feeder*, perform the following procedure to remove the jammed paper.



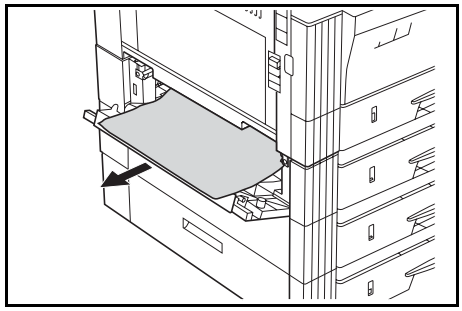


NOTE: For the 16 ppm model, cassettes 2 to 4 are included in the optional *Paper Feeder*. For the 20 ppm model and the 25 ppm model, cassettes 3 and 4 are included in the optional *Paper Feeder*.

1 Open the left cover for the cassette being used.



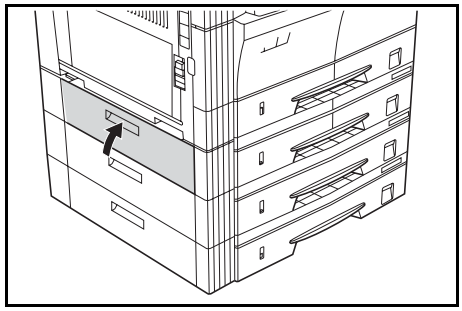
2 Remove jammed paper.



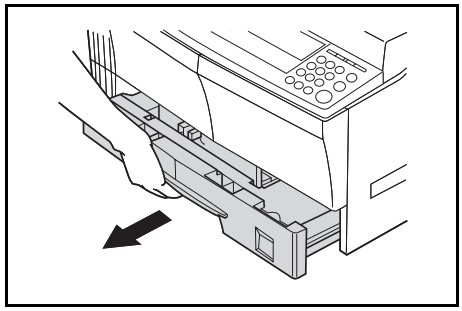
Downloaded From ManualsPrinter.com Manuals

NOTE: If the paper tears during removal, remove any loose scraps from inside the machine.

3 Close the left cover of the cassette.

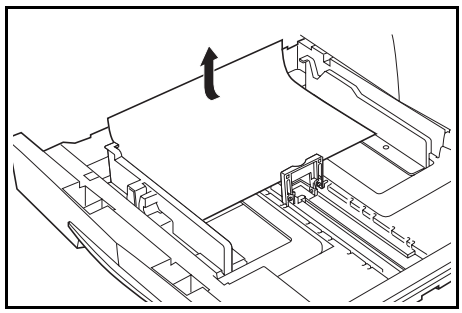


4 Pull out the cassette currently being used.



5 Remove the jammed paper.

Check to see if paper is loaded correctly. If not, reload the paper.



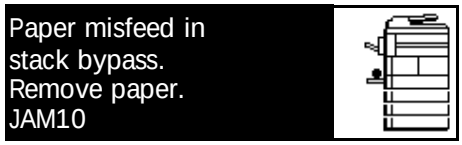
NOTE: If the paper tears during removal, remove any loose scraps from inside the machine.

6 Push the cassette back in firmly.

Downloaded From ManualsPrinter.com Manuals

Multi-Bypass Tray

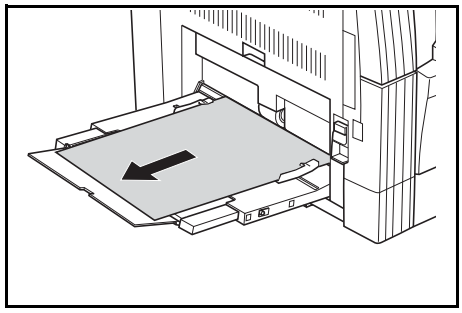
If a jam occurs in the *Multi-Bypass Tray* and *JAM10* displays, perform the following procedure to remove the jammed paper.



IMPORTANT: If JAM20 or JAM40 displays, refer to *Left Cover, on page 6-14.*

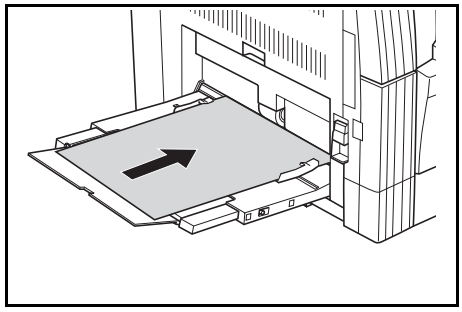
When removing jammed paper, do not pull it out from the *Multi-Bypass Tray* side.

1 Remove the paper from the *Multi-Bypass Tray*.



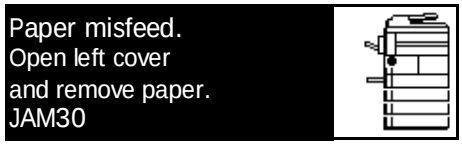
2 Reload the paper in the *Multi-Bypass Tray*.

The error message clears.



Left Cover

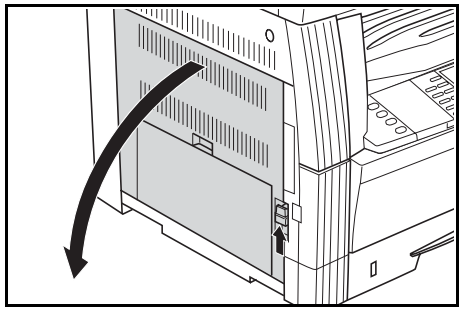
If a jam occurs in the left cover, perform the following procedure to remove the jammed paper.



IMPORTANT: The drum section is sensitive to scratches and contaminants. When removing paper, be careful not to touch or scratch it with your watch, jewelry, etc.

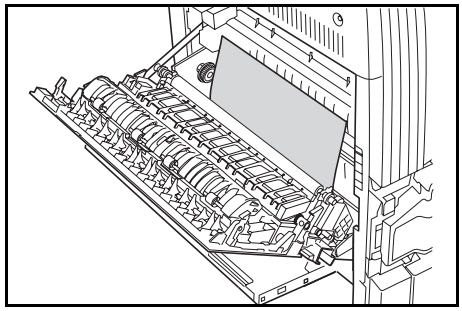
1 Pull up the *Left Cover* handle and open the *Left Cover*.

CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.



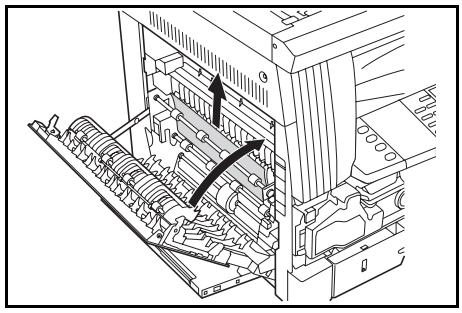
Downloaded From ManualsPrinter.com Manuals

2 Remove any jammed paper.



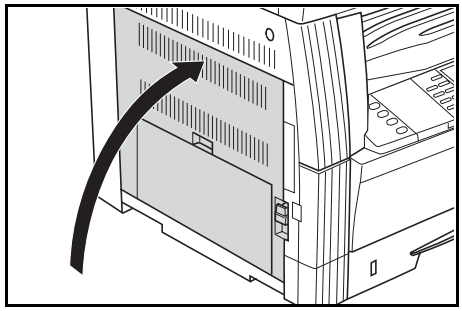
NOTE: If the paper tears, remove any loose scraps from inside the machine.

3 If the optional *Duplex Unit* is installed, raise the *Duplex Unit* and remove any paper.



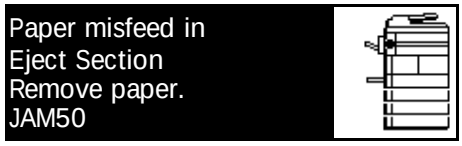
NOTE: If the paper tears, remove any loose scraps from inside the machine.

4 Close the *Left Cover*.



Paper Output Slot

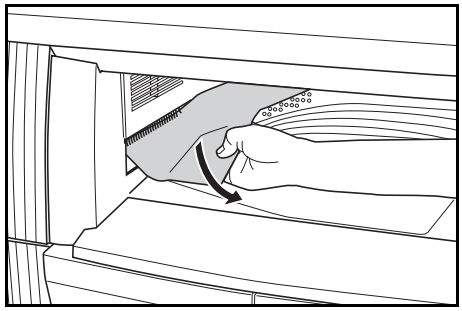
If a paper jam occurs in the *Paper Output Slot*, perform the following procedure to remove the jammed paper.



IMPORTANT: The drum section is sensitive to scratches and contaminants. When removing paper, be careful not to touch or scratch it with your watch, jewelry, etc.

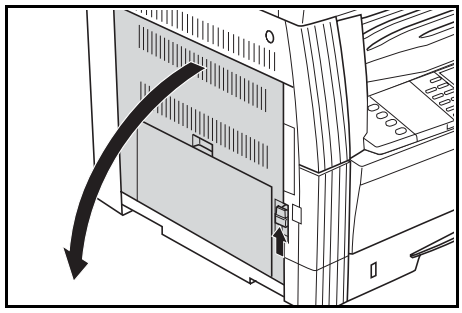
Downloaded From ManualsPrinter.com Manuals

1 If jammed paper shows through the *Paper Output Slot*, pull it out to remove it.

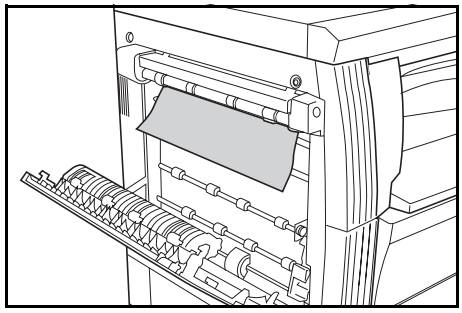


NOTE: If the paper tears, remove any loose scraps from inside the machine.

2 Pull up the *Left Cover* handle and open the *Left Cover.*

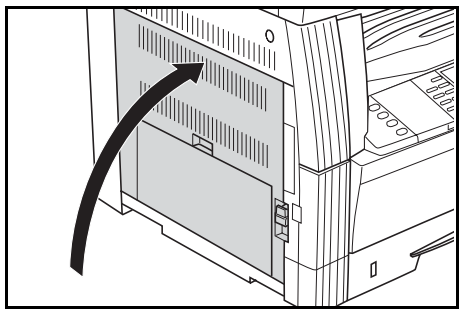


3 Remove any jammed paper.



NOTE: If the paper tears, remove any loose scraps from inside the machine.

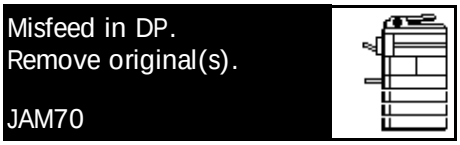
4 Close the *Left Cover*.



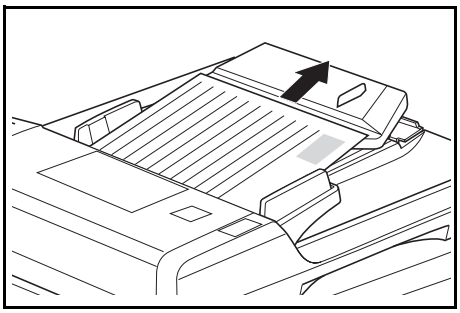
Downloaded From ManualsPrinter.com Manuals

Optional Document Processor

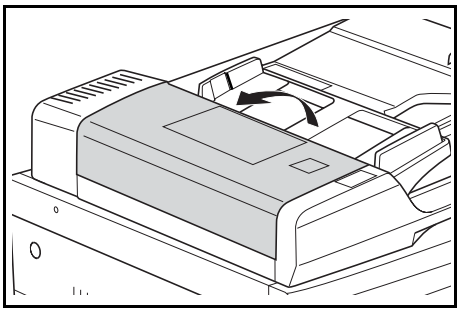
If a paper jam occurs in the optional *Document Processor,* perform the following procedure to remove the jammed original(s).



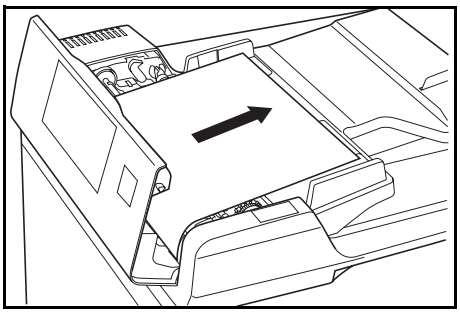
1 Remove all the originals remaining on the *Original Table*.



2 Open the *Document Processor Left Cover*.

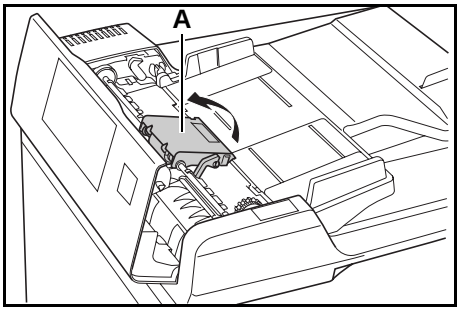


3 Remove the jammed original.



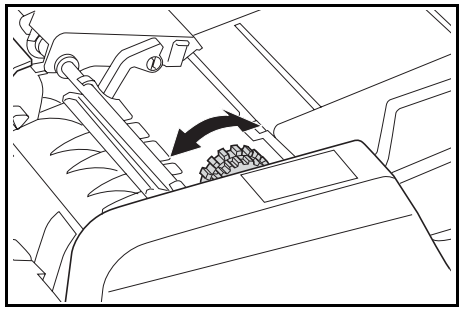
NOTE: If the original tears, remove any loose scraps from inside the *Document Processor*. Failure to do so may cause another paper jam later.

4 Raise the *Paper Feed Unit* (A) and remove any jammed originals.



Downloaded From ManualsPrinter.com Manuals

5 Turn the dial as shown in the illustration to remove the jammed original.

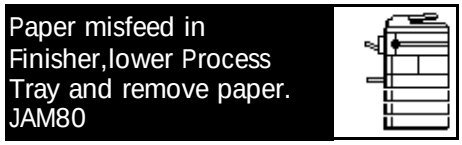


6 Close the *Left Cover*.

7 Reload all the originals and start copying again.

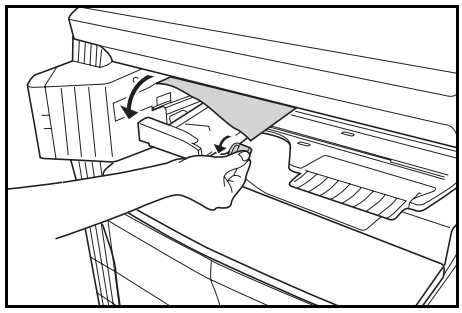
Optional Finisher

If a paper jam occurs in the *Optional Finisher*, perform the following procedure to remove the jammed paper.

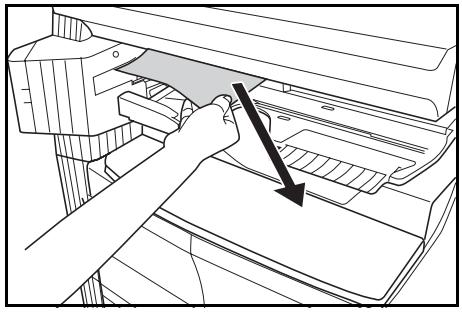


IMPORTANT: The drum section is sensitive to scratches and contaminants. When removing paper, be careful not to touch or scratch it with your watch, jewelry, etc.

1 Turn the lever to lower the *Process Tray*.

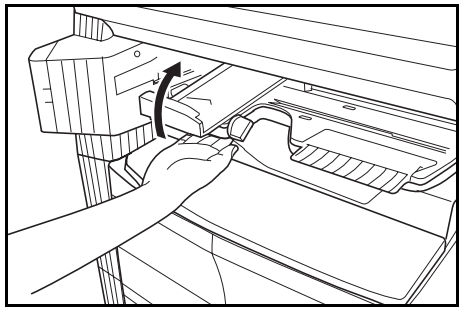


2 Remove any jammed paper.

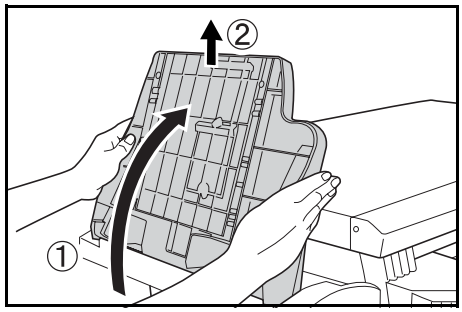


Downloaded From ManualsPrinter.com Manuals

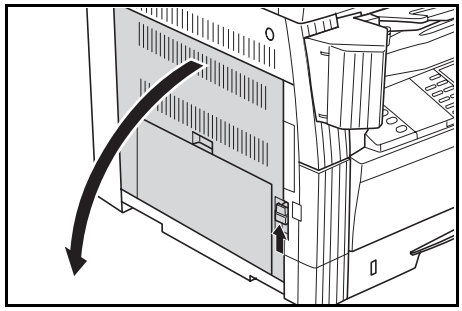
3 Raise the *Process Tray*.



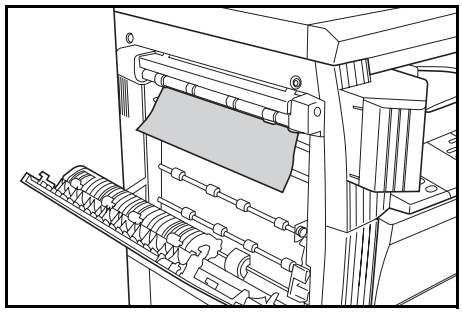
4 Remove the *Finisher Tray*.



5 Pull up the *Left Cover* handle and open the *Left Cover*.



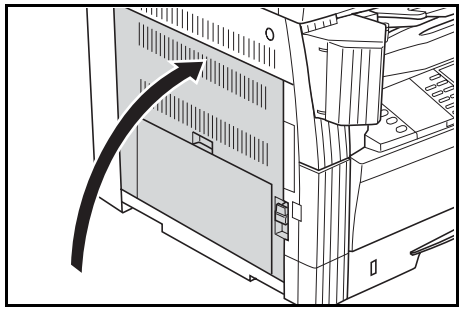
6 Remove any jammed paper.



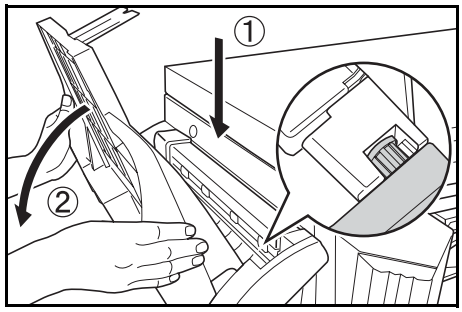
NOTE: If the paper tears, remove any loose scraps from inside the machine.

Downloaded From ManualsPrinter.com Manuals

7 Close the *Left Cover*.



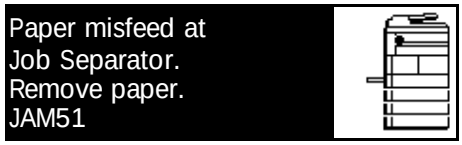
8 Reattach the *Finisher Tray*.



9 Lower the *Process Tray*. The error message clears.

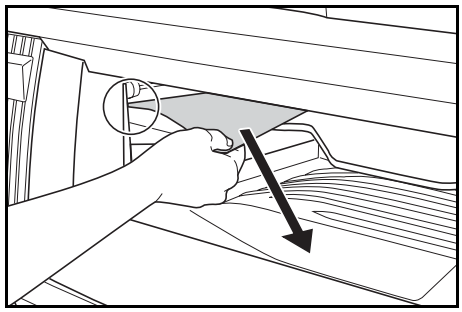
Optional Job Separator

If a paper jam occurs in the optional *Job Separator*, perform the following procedure to remove the jammed paper.



IMPORTANT: The drum section is sensitive to scratches and contaminants. When removing paper, be careful not to touch or scratch it with your watch, jewelry, etc.

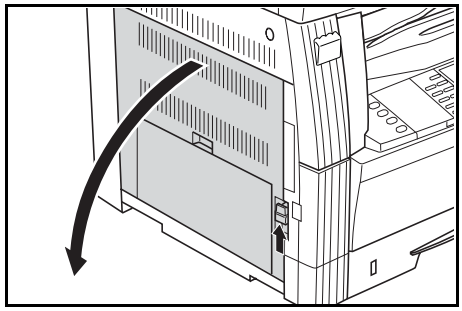
1 If jammed paper shows through the *Paper Output Slot* of the *Job Separator*, pull it out to remove it.



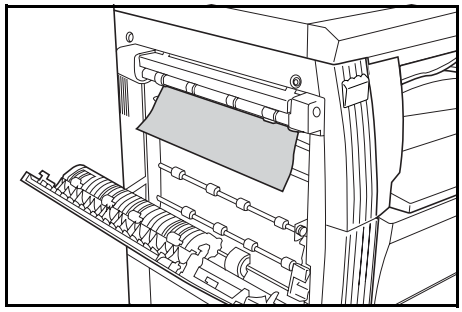
NOTE: If the paper tears, remove any loose scraps from inside the machine.

Downloaded From ManualsPrinter.com Manuals

2 Pull up the *Left Cover* handle and open the *Left Cover*.

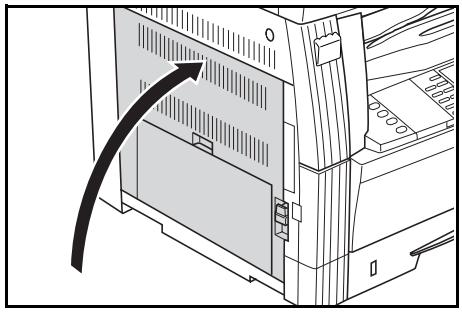


3 Remove any jammed paper.



NOTE: If the paper tears, remove any loose scraps from inside the machine.

4 Close the *Left Cover*.



Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

Appendix

The Appendix contains the following specifications:

- Machine Appendix-2
- Copier Appendix-4
- Printer Appendix-5
- Document Processor (Option) Appendix-5
- Paper Feeder (Option) Appendix-5
- Duplex Unit (Option) Appendix-6
- Finisher (Option) Appendix-6
- Job Separator (Option) Appendix-6
- Environmental Specifications Appendix-7

Downloaded From ManualsPrinter.com Manuals

Specifications

NOTE: Specifications are subject to change without notice.

Machine

Copying System	Indirect Electrostatic System
Original Types Accommodated	Sheets, Books, and 3-dimensional objects (maximum original size: A3/11 × 17")
Copy Sizes	
- Cassette	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
- Multi-Bypass Tray	A3 to A6R, Postcard, Folio, 11 × 17" (Ledger) to 5 1/2 × 8 1/2" (Statement)
- Width that Cannot be Copied	0.5 to 5.5 mm
Paper	Refer to *Appendix*, *Advanced Operation Guide*.
Paper Feed Source Capacity	
- Cassette	300 sheets (80 g/m²), 100 sheets (90 to 105 g/m²)
- Multi-Bypass Tray	50 sheets (80 g/m²) (25 sheets for A3, B4, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 8 1/2 × 13" (Oficio II)
Output Tray Capacity	250 sheets (80 g/m²)
Warm-up Time	Less than 20 seconds Time for recovery from Low Power mode: 10 seconds Time for recovery from Sleep Mode: 20 seconds (At room temperature: around 73.4 °F (23 °C), humidity: around 50 %)
Memory	
- For Copier	64 MB
- For Printer	64 MB
- Additional Memory	For copier: 16 MB, 32 MB, 64 MB, and 128 MB For printer: 32 MB, 64 MB, 128 MB, and 256 MB
Operating Environment	
- Temperature	10 to 32.5 °C
- Relative Humidity	15 to 80 %
- Altitude	2,000 m maximum
- Illumination	1,500 lux maximum
Power Source	120 V AC, 60 Hz, 9.0 A 220 to 240 V AC, 50/60 Hz, 5.0 A

Downloaded From ManualsPrinter.com Manuals

Dimensions (W) × (D) × (H)	**16ppm model:** 22 5/8 × 23 3/8 × 21 7/16" 574 × 593 × 545 mm **20/25 ppm model:** 22 5/8 x 23 3/8 x 25 9/16" 574 x 593 x 650mm
Weight	**16 ppm model:** Approx 92.4lbs/42kg **20/25 ppm model:** Approx107.8lbs/49kg
Noise Emission	≦ 70 dB(A)
Required Space (W) × (D)	32 9/16 × 23 3/8" 827 × 593 mm

Downloaded From ManualsPrinter.com Manuals

Copier

Copying Speed:		
- Platen (1:1)	16 ppm model	A3/11 × 17" (Ledger): 8 sheets/minute B4/8 1/2 × 14" (Legal): 8 sheets/minute A4/11 × 8 1/2": 16 sheets/minute A4R/8 1/2 × 11" (Letter): 13 sheets/minute B5: 16 sheets/minute B5R: 13 sheets/minute A5R: 10 sheets/minute A6R: 10 sheets/minute
	20 ppm model	A3/11 × 17" (Ledger): 10 sheets/minute B4/8 1/2 × 14" (Legal): 11 sheets/minute A4/11 × 8 1/2": 20 sheets/minute A4R/8 1/2 × 11" (Letter): 13 sheets/minute B5: 20 sheets/minute B5R: 13 sheets/minute A5R: 10 sheets/minute A6R: 10 sheets/minute
	25 ppm model	A3/11 × 17" (Ledger): 13 sheets/minute B4/8 1/2 × 14" (Legal): 13 sheets/minute A4/11 × 8 1/2": 25 sheets/minute A4R/8 1/2 × 11" (Letter): 15 sheets/minute B5: 25 sheets/minute B5R: 15 sheets/minute A5R: 12 sheets/minute A6R: 11 sheets/minute
- Document Processor (1:1)	16 ppm model	A4/11 × 8 1/2": 16 sheets/minute
	20 ppm model	A4/11 × 8 1/2": 20 sheets/minute
	25 ppm model	A4/11 × 8 1/2": 25 sheets/minute
First Copy Time	16/20 ppm model	5.9 seconds or less (1:1, A4/11 × 8 1/2")
	25 ppm model	5.0 seconds or less (1:1, A4/11 × 8 1/2")
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi	
Continuous Copying	1 to 999 sheets	
Copying Magnification	Any ratio from 25 to 200 % (1 % increments) and fixed magnifications.	

Downloaded From ManualsPrinter.com Manuals

Printer

Printing Speed	Same As *Copying Speed*.	
First Print Time	16/20 ppm model	Approx. 5.5 seconds (1:1, A4/11 × 8 1/2")
	25 ppm model	Approx. 4.9 seconds (1:1, A4/11 × 8 1/2")
Resolution	300 dpi, 600 dpi, Fast 1200 mode	
Applicable OS	Microsoft Windows 95/98/Me Microsoft Windows NT4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX/Linux	
Interface	Parallel interface: 1 (based on IEEE1284) Network interface: 1 USB 2.0: 1 (USB Hi-Speed) Network interface card (optional): 1	

Document Processor (Option)

Original Feed System	Automatic Feeding
Acceptable Originals	Sheets of paper
Original Sizes	Max.: A3/11 × 17" Min.: A5R/5 1/2 × 8 1/2"
Original Paper Weight	One-sided originals: 45 g/m² to 160 g/m² Two-sided originals: 50 g/m² to 120 g/m²
Acceptable Number of Originals	50 sheets (50 g/m² to 80 g/m²)
Dimensions (W) × (D) × (H)	21 3/4 × 19 1/8 × 4 11/16" 552 × 483 × 120 mm
Weight	Approx. 13.2 lbs/6 kg

Paper Feeder (Option)

Paper Feed System	Automatic feeding from cassettes (300-sheet [80 g/m²] capacity)
Paper Sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
Acceptable Paper	Weight: 64 to 105 g/m² Types: Standard paper, recycled paper, and color paper
Dimensions (W) × (D) × (H)	22 7/16 × 21 3/16 × 5 5/16" 570 × 538 × 135 mm
Weight	Approx. 15.4 lbs/7 kg

Downloaded From ManualsPrinter.com Manuals

Duplex Unit (Option)

System	Internal type
Paper Sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
Acceptable Paper	Weight: 64 to 90 g/m² Types: Standard Paper, Recycled Paper, and Color Paper
Dimensions (W) × (D) × (H)	14 1/2 × 2 1/16 × 7 1/16" 368 × 53 × 180 mm
Weight	Approx. 1.4 lbs/0.65 kg

Finisher (Option)

Number of Trays	1
Paper Sizes	A3, B4, A4, A4R, B5, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 8 1/2 × 13" (Oficio II)
Acceptable Paper	Weight: 60 to 105 g/m² Types: Standard Paper, Recycled Paper, Color Paper, Thin Paper, Thick Paper, and Letterhead
Dimensions (W) × (D) × (H)	12 13/16 × 17 11/16 × 6 1/2" 325 × 450 × 165 mm
Weight	Approx. 17.6 lbs/8 kg

Job Separator (Option)

Number of Trays	1
Tray Capacity	100 sheets (80 g/m²)
Paper Sizes	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17" (Ledger), 8 1/2 × 14" (Legal), 11 × 8 1/2", 8 1/2 × 11" (Letter), 5 1/2 × 8 1/2" (Statement), 8 1/2 × 13" (Oficio II)
Acceptable Paper	Weight: 45 to 160 g/m² Types: Standard Paper, Recycled Paper, Color Paper, Thin Paper, Thick Paper, Letterhead, and Tracing Paper
Dimensions (W) × (D) × (H)	21 7/16 × 17 11/16 × 2 3/4" 545 × 450 × 70 mm
Weight	Approx. 3.3 lbs/1.5 kg

Downloaded From ManualsPrinter.com Manuals

Environmental Specifications

Recovery time from Low Power mode	10 seconds
Transition time to Low Power mode (at time of purchase)	15 minutes
Transition time to Auto Sleep mode (at time of purchase)	30 minutes (16 and 20 ppm models) 45 minutes (25 ppm model)
Duplex (2-sided) Copying	Option
Paper Feed	Recycled Paper made from 100 % recycled pulp may be used with this product.

NOTE: Consult with your *Dealer* or *Service Representative* if additional specifications are required.

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals

Index

Numerics

2 sided copying **Legal and Safety-v, 3-9**
2 sided unit **4-8**

A

Adding staples **4-10**
Additional memory **4-15**
Advanced functions **Legal and Safety-i**
Auto low power **3-18**
Auto sleep mode **Legal and Safety-v, 3-19**
Auto zoom mode **3-5**

B

Basic copying **3-2**
Basic printing **3-20**
Border erase mode **Legal and Safety-i**

C

Cassette **2-2**
  Cassette 1 **1-2, 6-11**
  Cassette 2 **1-2**
  Cassettes 2 to 4 **6-12**
Caution labels **Legal and Safety-viii**
CE Declaration **Legal and Safety-xv**
Changing the toner container **5-5**
Charger cleaner rod **1-3, 5-6**
Cleaning
  Machine **5-2**
  Platen **5-2**
  Separation needle **5-3**
  Transfer roller **5-4**
Clearing a staple jam **4-11**
Clearing paper jams
  Cassette 1 **6-11**
  Cassettes 2 to 4 **6-12**
  Document processor **6-17**
  Finisher **6-18**
  Job separator **6-20**
  Left cover **6-14**
  Multi-bypass tray **6-14**
  Paper output slot **6-15**
Combine mode **Legal and Safety-i**
Connecting to a network **2-10**
Connecting to a parallel or USB interface **2-11**
Connecting to power **2-12**
Connection **2-10**
Continous copying **Legal and Safety-i**
Copier basic screen **1-7**
Copier functions **Appendix-4**
Copier specifications **Appendix-4**
Copy **3-2**
  2 sided **3-9**
  Auto zoom mode **3-5**
  Image quality mode **3-3**
  Interrupt mode **3-15**
  Photo mode **3-3**
  Preset zoom mode **3-5, 3-8**
  Sort mode **3-14**
  Split mode **3-12**
  Text mode **3-3**
  Text+Photo mode **3-3**
  Zoom copying **3-5**
  Zoom mode **3-5, 3-7**
Copy Exposure **3-3**
Copying speed **Appendix-4**
Correcting errors **6-5**

D

Date and time **2-16**
Default gateway **2-15**
Disconnecting power **Legal and Safety-xv**
Document processor **4-3, 6-17, Appendix-5**
Document processor parts **4-4**
Document Processor Specifications **Appendix-5**
Duplex mode **Legal and Safety-v, 3-9**
Duplex unit **4-8, Appendix-6**
Duplex unit specifications **Appendix-6**

Downloaded From ManualsPrinter.com Manuals

E

Empty toner container 5-5
Energy saver 3-18
Energy Star program Legal and Safety-v
Environmental specifications Appendix-7
Error messages 6-5
Expansion memory 4-15

F

Fax kit 4-14
Finisher 4-8, 6-18, Appendix-6
  Paper jams 6-18
  Staple jam 4-11
  Stapling 4-10
Finisher parts 4-8
Finisher specifications Appendix-6
First Copy Time Appendix-4
First Print Time Appendix-5
Front cover 1-3

G

Grounding the machine Legal and Safety-x

H

Handles for transport 1-4
Hard disk 4-15

I

Image Quality 3-3
  Copy exposure 3-3
  Photo mode 3-3
  Text mode 3-3
  Text+Photo mode 3-3
Insert guides 1-2, 2-6
Installation precautions Legal and Safety-ix
Installing the printer driver 3-20
Interrupt mode 3-15
IP address setting 2-13
Isolation device Legal and Safety-xv

J

Jam clearance 6-10
Jam location indicators 6-10
Job accounting mode Legal and Safety-ii
Job separator 4-12, 6-20, Appendix-6
Job separator specifications Appendix-6

K

Key counter 4-13

L

Language setting 2-18
Laser safety Legal and Safety-xiv
Left cover 1-3, 6-14
Left cover handle 1-2
Legal information Legal and Safety-iv
Loading originals
  Document processor (option) 4-4
  Platen 3-2
Loading paper 2-2
Loading paper in the multi-bypass tray 2-5
Loading paper into a cassette 2-2
Low power mode Legal and Safety-v
  Auto low power 3-18
  Energy saver 3-18

M

Machine cleaning 5-2
Machine parts 1-1
Machine specifications Appendix-2
Main body 1-2
Main power switch 1-4, 3-2
Main power switch cover 1-4
Maintenance 5-1
Management code 2-16
Margin mode Legal and Safety-i
Memory card (CompactFlash) 4-14
Memory card slot 1-4
Message display 1-7
Multi-bypass tray 1-2, 2-5, 6-14
Multi-bypass tray extension 1-2
Multi-bypass tray size and type 2-7

N

Names of parts

Downloaded From ManualsPrinter.com Manuals

Document processor 4-4
Finisher 4-8
Network cable 2-10
Network interface connector 1-4
Network scanner kit 4-14
Network Settings 2-13
Default gateway 2-15
IP address 2-13
Subnet mask 2-14

O

Offset mode Legal and Safety-i
On 2-12
Operation panel 1-2, 1-5
Optional equipment 4-1
Document processor 4-3
Duplex unit 4-8
Expansion memory 4-15
Fax kit 4-14
Finisher 4-8
Hard disk 4-15
Job separator 4-12
Key counter 4-13
memory card 4-14
Network scanner kit 4-14
Overview 4-2
Paper feeder 4-7
Options 4-2
Original cover 1-2
Original size indicator plates 1-3
Output tray 1-2, 3-4

P

Paper
Cassette 2-2
Loading 2-2
Multi-bypass tray 2-5
Multi-bypass tray size and type 2-7
Preparation 2-2
Types 2-9
Paper feeder 4-7, Appendix-5
Paper feeder specifications Appendix-5
Paper jam
Cassette 1 6-11
Cassettes 2 to 4 6-12
Document processor 6-17
Finisher 6-18
Job separator 6-20
Left cover 6-14
Multi-bypass tray 6-14
Paper output slot 6-15
Paper jam indicators 6-10
Paper jams 6-10
Paper length adjusting tab 1-2, 2-3
Paper output slot 6-15
Paper width adjusting tab 1-2, 2-3
Parallel cable 2-11
Parallel interface connector 1-4
Photo mode 3-3
Placing originals in the Document
Processor 4-4
Platen 1-3, 3-2
Platen cleaning 5-2
Power cord 2-12
Power supply Legal and Safety-x
Power switch 3-2
Powering on 2-12
Precautions for use Legal and Safety-xi
Preset zoom mode 3-5, 3-8
Print
Application software 3-20
Interrupt mode 3-15
Printer driver 3-20
Printer basic screen 1-8
Printer cable 2-11
Printer driver 3-20
Printer functions Appendix-5
Printer specifications Appendix-5
Printing 3-20
Printing from Application Software 3-20
Printing speed Appendix-5
Problem solving 6-2
Cassette 1 6-11
Cassettes 2 to 4 6-12
Document processor 6-17
error messages 6-5
Finisher 6-18
Jam location indicators 6-10
Job separator 6-20
Left cover 6-14
Multi-bypass tray 6-14

Downloaded From ManualsPrinter.com Manuals

Paper jams 6-10
Paper output slot 6-15
Program function Legal and Safety-ii

R

Replacing the toner container 5-5
Replacing the waste toner box 5-5
Resolution Appendix-4, Appendix-5

S

Safety
Caution labels Legal and Safety-viii
Conventions Legal and Safety-vi
Disconnection power Legal and Safety-xv
Installation precautions Legal and Safety-ix
Laser Legal and Safety-xiv
Legal information Legal and Safety-iv
Power supply Legal and Safety-x
Precautions for use Legal and Safety-xi
Symbols Legal and Safety-vi
Separation needle cleaning 5-3
Settings
Date and time 2-16
Language 2-18
Summer time (DST) 2-17
Time zone 2-16
Sleep mode Legal and Safety-v, 3-19
Sort mode 3-14
Specifications Appendix-2
Copier Appendix-4
Document processor Appendix-5
Duplex unit Appendix-6
Environmental Appendix-7
Finisher Appendix-6
Job separator Appendix-6
Machine Appendix-2
Paper feeder Appendix-5
Printer Appendix-5
Split mode 3-12
Staple jam 4-11
Stapling 4-10, 4-11
Subnet mask setting 2-14
Summer time 2-17
Switching on 2-12
Symbols Legal and Safety-vi

T

Text mode 3-3
Text+Photo mode 3-3
Time Zone 2-16
Toner container 1-3, 5-5
Toner container release lever 1-3
Transfer roller cleaning 5-4
Trouble shooting 6-2

U

Urgent copying 3-15
USB cable 2-11
USB interface connector 1-4

W

Warm up 3-2
Waste toner box 1-3, 5-5

Z

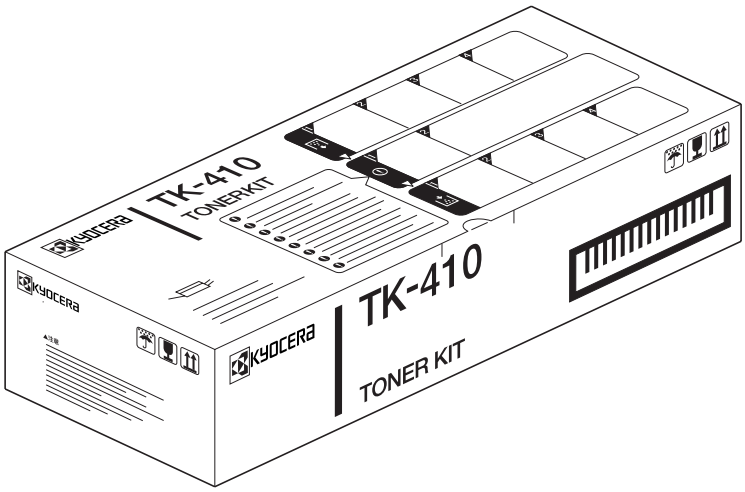
Zoom
Auto zoom mode 3-5
Preset zoom mode 3-5, 3-8
Zoom mode 3-5, 3-7
Zoom copying 3-5
Zoom mode 3-7
Zoom ratio 3-5

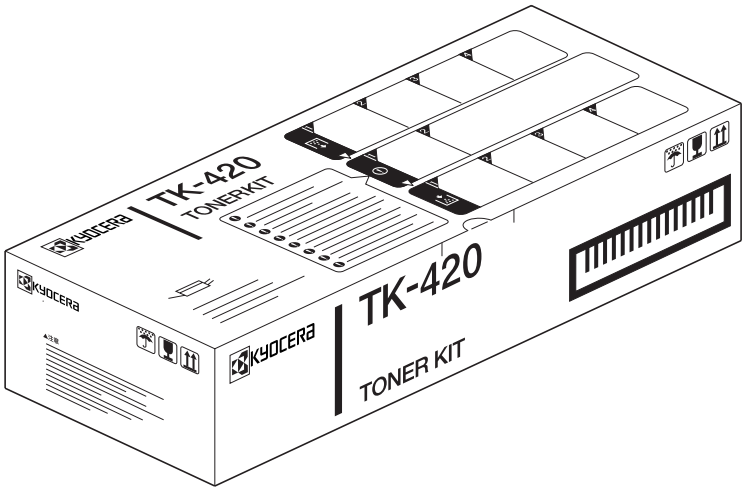
Downloaded From ManualsPrinter.com Manuals

MEMO

Downloaded From ManualsPrinter.com Manuals

For best print results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA products.





QUALITY CERTIFICATE

This machine has passed all quality controls and final inspection

Downloaded From ManualsPrinter.com Manuals

KYOCERA MITA EUROPE B.V.

Hoeksteen 40, 2132 MS Hoofddorp,
The Netherlands
Phone: +31.(0)20.654.000
Home page: http://www.kyoceramita-europe.com
Email: info@kyoceramita-europe.com

KYOCERA MITA NEDERLAND B.V.

Hoeksteen 40 2132 MS Hoofddorp
The Netherlands
Phone: +31.(0)20.587.7200

KYOCERA MITA (UK) LTD.

8 Beacontree Plaza
Gillette Way,
Reading Berks RG2 0BS, UK
Phone: +44.(0)118.931.1500

KYOCERA MITA ITALIA S.P.A.

Via Verdi 89 / 91 20063 Cernusco sul Naviglio,
Italy
Phone: +39.02.92179.1

S.A. KYOCERA MITA BELGIUM N.V.

Hermesstraat 8A 1930 Zaventem Belgium
Phone: +32.(0)2.720.9270

KYOCERA MITA FRANCE S.A.

Parc Les Algorlthmes
Saint Aubin
91194 GIF-SUR-YVETTE
France
Phone: +33.(0)1.6985.2600

KYOCERA MITA ESPAÑA S.A.

Edificio Kyocera, Avda de Manacor N. 2,
Urb. Parque Rozas 28290 Las Rozas,
Madrid, Spain
Phone: +34.(0)91.631.8392

KYOCERA MITA FINLAND OY

Kirvesmiehenkatu 4 00810 Helsinki,
Finland
Phone: +358.(0)9.4780.5200

KYOCERA MITA (SCHWEIZ) AG

Holzliwisen Industriestrasse 28
8604 Volketswil, Switzerland
Phone: +41.(0)1.908.4949

KYOCERA MITA DEUTSCHLAND GMBH

Mollsfeld 12 D-40670 Meerbusch,
Germany
Phone: +49.(0)2159.918.0

KYOCERA MITA GMBH AUSTRIA

Eduard-Kittenberger Gasse 95
1230 Wien, Austria
Phone: +43.(0)1.86338.0

KYOCERA MITA SVENSKA AB

Box 1402 171 27 Solna, Sweden
Phone: +46.(0)8.546.550.00

KYOCERA MITA NORGE

Postboks 150 Oppsal, NO 0619 Oslo
Olaf Helsetsvei 6, NO 0694 Oslo
Phone: +47.(0)22.62.73.00

KYOCERA MITA DANMARK A/S

Slotsmarken 11, 2
DK-2970 Hørsholm, Denmark
Phone: +45.7022.3880

KYOCERA MITA PORTUGAL LDA.

Rua do Centro Cultural, no 41 1700-106
Lisbon, Portugal
Phone: +351.(0)21.842.9100

KYOCERA MITA SOUTH AFRICA (PTY) LTD.

527 Kyalami Boulevard,
Kyalami Business Park 1685 Midrand South
Phone: +27.(0)11.466.3290

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008,
U.S.A.
Phone: (973) 808-8444

KYOCERA MITA AUSTRALIA PTY. LTD.

Level 3, 6-10 Talavera Road, North Ryde,
N.S.W. 2113 Australia
Phone: (02) 9888-9999

KYOCERA MITA NEW ZEALAND LTD.

1-3 Parkhead Place, Albany
P.O. Box 302 125 NHPC,Auckland,
New Zealand
Phone: (09) 415-4517

KYOCERA MITA (THAILAND) CORP., LTD.

9/209 Ratchada-Prachachem Road,
Bang Sue, Bangkok 10800, Thailand
Phone: (02) 586-0320

KYOCERA MITA SINGAPORE PTE LTD.

121 Genting Lane, 3rd Level,
Singapore 349572
Phone: 67418733

KYOCERA MITA HONG KONG LIMITED

11/F., Mita Centre,
552-566, Castle Peak Road,
Tsuen Wan, New Territories,
Hong Kong
Phone: 24297422

KYOCERA MITA TAIWAN Corporation.

7F-1~2, No.41, Lane 221, Gangchi Rd.
Neihu District, Taipei, Taiwan, 114. R.O.C.
Phone: (02) 87511560

KYOCERA MITA Corporation

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: (06) 6764-3555
http://www.kyoceramita.com

Downloaded From ManualsPrinter.com Manuals

Downloaded From ManualsPrinter.com Manuals